## Application form for the post of

## CLEAPSS Senior Adviser: Radiation Protection Advice Service manager, 0.6FTE

*All the information you are asked to provide in support of your application will be handled in confidence. Please submit your application by email and also print, sign and post a hard copy as back-up.*

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| Return by **5.00pm on Friday 16th May**  Post a paper copy to | e-mail to [steve.jones@cleapss.org.uk](mailto:steve.jones@cleapss.org.uk)  The Director, CLEAPSS, Units 5&6 Chiltern Court,  Asheridge Road, Chesham, Bucks, HP5 2PX |

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### This form will be photocopied

**Personal details** *.*

Preferred Title (*eg, Ms, Mr*) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Surname / Family name: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

First name(s): . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Home address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Work address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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email address. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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## Present or most recent employment

Name of employer . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Job title . . . . . . . . . . . . . . . . . . . .

Present annual salary £ . . . . . . .. . . Present scale . . . . . . . . . . Date of starting this job . . . . . . . .

Main duties and responsibilities of your current or most recent job . . . . . . . . . . . . . . . . . . . . . . . . .

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**Previous experience** *List your previous jobs starting with the earliest. Include all full-time and part-time work.*

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| ***Dates*** | ***Employer*** | ***Job title and main duties*** |
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*Please give details of any voluntary or community work with which you have been involved, if this is in any way relevant (eg, because it demonstrates technical or organisational skills).*

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**Qualifications/training.** *Please* ***summarise*** *any qualifications you possess and/or training courses you have attended, If they are required in the job specification for this post OR if you consider them to be relevant to the skills, knowledge or experience required for the post.*

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| ***Where studied*** | | ***Dates*** | ***Course followed / examinations passed*** | ***Grades / qualifications achieved*** |
|  | |  |  |  |
| ***General experience, further information and reasons for applying for this post*** | | *Tell us how your experience, skills and training help you to meet the criteria in the job description for this post. Short listing will be based on the evidence you provide of your ability to meet these criteria. You may wish to write under sub-headings according to the criteria.*  Please feel free to write or word process this on separate sheets. | | | | |

**References** *Please give details of two persons who are able to describe your suitability for this post. One should be your present employer.*

Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Occupation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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email address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Occupation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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email address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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**Health & related matters**

National Insurance Number . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Do you have a health problem, or a disability, which is relevant to your job application? **Yes / No**

If yes, please give brief details

If you have been in employment, how many days sickness absence have you had in the last two years? ... . .

If you are registered as a disabled person, please state your registration number . . . . . . . . . . . . . . . . . . . . . . .

## Driving

Do you hold a current driving licence? **Yes/No** Do you own a car? **Yes/No**

Have you had any serious accidents or convictions? If yes, please give brief details **Yes/No**

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**Criminal convictions***Because this post may provide access to children it is to be exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Short-listed candidates are required to complete a criminal disclosure certificate and will be required to disclose details, if any, of all convictions, cautions and bind-over orders. Any failure to disclose such convictions could result in dismissal or failure to confirm the appointment. The successful candidate may be required to undergo a Criminal Records Bureau check.*

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How much notice is required in your present job? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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## Declaration

I hereby certify that the information given in this application form is correct to the best of my knowledge.

Signature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . .