

# WORK HISTORY

In line with our commitment to safeguarding, as the post you are applying for involves working with children or vulnerable adults you must provide your entire work history since leaving secondary school. For each post you enter, please include the employers address and your salary.

You will need to upload a completed copy of this document in the CV / Work History section of the on-application. We suggest that you complete and save a copy of this document onto your computer, it will then be available for you to upload.

Any gaps in your work history must be accounted for, to do this please enter N/A in the employer field and the reason for the break in employment in the main duties and responsibilities field. If you have spent time working or living abroad since leaving secondary school this must also be detailed in this document.

If you do not complete this information your application will be rejected. Your work history will be explored further with you at the interview stage of the recruitment process if you are shortlisted.

<b>Full Name</b>	
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<b>Date that you left secondary school.</b> <b>Your work history must be complete, with no gaps, from this date.</b>	
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Date from			Date to			Name and address of employer	Job title and salary	Reason for leaving
Day	Month	Year	Day	Month	Year			

Please describe the main duties and responsibilities of this post:

Date from			Date to			Name and address of employer	Job title and salary	Reason for leaving
Day	Month	Year	Day	Month	Year			

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