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| 1 | **Personal Details** | Surname: |
| Forenames: |
|  | | Title (Mr, Mrs, Miss, Ms, Other): |

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| 2 | **Address** |  |
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| Home tel no: |
| Mobile no. |
|  |  | e-mail address: |

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| For office use only | No. |

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| 3 | **Educational Qualifications** |  |
|  | | What academic qualifications do you hold? (e.g., GCSE, NVQ, A level, Degree etc.) |
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|  |
| Name of college/university: |
| From/to: |
| Give details of major subjects studied, examinations taken and results: |
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| 4 | **Professional/Vocational Qualifications** | Name of Body | Date of entry | Level | Entry by exam? |
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| Give details of major subjects studied, examinations taken and results: | | | |
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| 5 | **Additional Information** | Courses attended/other specialised training or knowledge which you feel are relevant to this role: |
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| For office use only | No. |

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| 6 | **Present/Last Job** | Job title: Date of appointment: |
|  | | Name of employer: |
| Address: |
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| Salary on leaving: Notice period: |
| Date of leaving (if appropriate): |
| Reason for leaving/wanting to leave: |
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| What are/were your main responsibilities? (Continue on a separate page if necessary) |
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| 7 | **Previous Employment** | Please give details of previous jobs, working backwards, excluding your present or most recent job. Continue on a separate page if necessary. |
|  | | Date of appointment: Date of leaving: |
| Name of employer: Job title: |
| Main responsibilities: |
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| Main achievements: |
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| Reason for leaving: |
| Salary on leaving: |

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| 8 | **Essential Information** | In no more than 1,000 words, please indicate how you meet the experience and skills as set out in the job description and person specification for this position, giving examples where appropriate. (Please continue on a separate sheet if necessary) |
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| 9 | **Referees** | Please give the full details of **two** referees. These should be your two most recent employers, including your present employer where applicable. Personal or academic referees should be given only when there is no previous employer to which reference can be made.  Your present employer will not be contacted without your permission. |
|  | |  |
| Name: Job title: |
| Address: |
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| Telephone no: |
| Email address: |
| Name: Job title: |
| Address: |
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| Telephone no: |
| Email address: |

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| 10 | **Further Information** | Please state where you saw this vacancy advertised: |
|  | | **Right to Work in the UK**  Are there any restrictions on you taking up employment in the UK?  No  Yes    Do you need a work visa to take up employment in the UK?  No  Yes |

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| 11 | **Declaration** | I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.  I agree that the information I have supplied can be stored on computer or held manually in accordance with the Data Protection Act.  I consent to the HRSP using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application for the post specified. I consent to HRSP sharing my information with their client for the purposes of selection to the specified post.  I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the HRSP will retain the form for 6 months after completion of the recruitment process, after which time it will be destroyed. I agree that HRSP may contact me in the event of there being any other vacancies for which I may be suitable. We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation. | |
|  | | | Signature: |
|  | | |
|  | | | Date: |
|  | | |
|  | | Applications must be submitted as a word document  **Please return the completed form to Marc Stoner, Head of Finance and Resources:**  By email to [marcs@arb.org.uk](mailto:marcs@arb.org.uk) or  By post to Architects Registration Board, 8 Weymouth Street, London, W1W 5BU  Before: **9am on Wednesday 12 July 2017** | |
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| For office use only | No. |