Application Form

Please see our website [www.jandba.com](http://www.jandba.com) and read the Job Description and Person Specification for the post.

Please return this form, together with your CV (which must show education and employment history plus qualifications) and examples of your work (maximum 6 sides of A3), to the Practice Manager at [jba@jandba.com](mailto:jba@jandba.com).

The information supplied on this form will be treated in confidence. References will not be sought until a conditional offer of employment has been made (one referee should be your current / most recent employer).

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| Job Title | Architect |
| Location | Unit 503 Metropolitan Wharf, 70 Wapping Wall, London, E1W 3SS |
| Salary | TBC |
| Hours | 9:30am – 6pm (Monday to Friday) |
| Closing Date | 07/12/15 |

|  |  |
| --- | --- |
| First Name(s) |  |
| Surname |  |
| Address |  |
| Email |  |
| Mobile |  |

|  |  |
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| Referee 1  Name  Address  Email  Telephone No.  Job Title / Relationship |  |
| Referee 2  Name  Address  Email  Telephone No.  Job Title / Relationship |  |

Personal Statement – with reference to the Job Description and Person Specification please use this section to tell us the kind of attributes you could bring to the team and the reasons why you think that this role would be suited to you (maximum 2 sides of A4).

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If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

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Please tell us if there are any dates when you will not be available for interview.

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Notice period / earliest start date.

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Under the Immigration, Asylum and Nationality Act we are required to check candidates’ eligibility to work in the UK before they start work. Are you free to remain and take up employment in the UK with no current immigration restrictions? Please confirm and provide details. You will be asked to bring proof to interview and if employed, we will review every year.

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**I certify that the information contained in this application and any supporting documents is true, correct and complete. I understand that if employed, any false statements may be considered cause for dismissal.**

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| **Signed** |  |
| **Date** |  |

*Please note that only shortlisted applicants will be contacted. If you have not heard from us within 4 weeks of the closing date, it can be assumed that you have not been shortlisted.*

*In accordance with the Data Protection Act, the information you provide on this form, and in any supporting documents, will be used to assess your suitability for the post. It will not be released to anyone who does not require it for this purpose. If you are employed, this information will form the basis of your employment file within Jordan & Bateman Architects Ltd.*

*Application forms and supporting documents for unsuccessful candidates will be kept for a maximum of twelve months, after which they will be destroyed.*