

EST 1892

## Web Recruitment- Completing Personal Details Page

If you are encountering issues completing the personal details section of the application form follow the guidance below:

- Select personal details from the application Summary
- Fill out all the Application Pages

Applicatio	on summary
Please complete the application pages as list completed which will help you to track your pro-	ed below. The icons will indicate when a page is ogress through the pages.
Application pages	lcon guide
Employment History	* Mandatory field.
Education and Training	🕢 Help icon guide.
Evidence For Selection Criteria	Mandatory fields complete.
References	Mandatory fields incomplete.
Equality & Diversity Information	
Declaration and Data Protection Act	The apply button will be activated when all mandatory fields have been completed.
Other options	Apply
	Selecting delete will permanently remove your application.
	Delete

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• Ensure that all mandatory fields are complete (indicated by the red \*)

Personal Details							
Please provide your details as per your passport							
Title	Please select 💌 *						
Forename							
	*						
Preferred name							
Surname							
	- -						
Contact details							
Please ensure you provide you	r email address as you will be updated on the status of your						
application by email.							
Email address							
	*						
Number (Otaria							
ivumper/Street							
Local Area	*						
Posttown							
POSTCODE	*						
Address type Pl	ease select 💌						
Country Pl	ease select						
Mailing address 🔲	K						
	Add Remove						
	Add Remove						
Contact type Ple	ease select						
Contact detail	*						
	Add Remove						
	Keniove						

- When adding the address line Number/Street ensure this does not exceed 40 characters Tip: When adding Street use ST, Road use RD.
- You can only have one of each contact type
- When you are adding your last contact type, select **summary** at the bottom of the page as opposed to add.

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	Contact details					
	Please ensure you provide	your email address as	you will be updated o	n the status of your		
	application by email.					
	Email addre	ss				
		*			1	
	Number/Street	96 Talford Place		*		
	Local Area	London		*		
	Posttown	SE15 5NY				
	POSTCODE			*		
	Address type	Home				
	Country	United Kingdom				
	Mailing address			•		
	Walling address					
			Add	Remove		
	Contact turo	Homo tolophono	*			
	Contact type					
	Contact detail	02015569999	K			
			Add	Remove		
					, 	
1	Right to Work					
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