

# [APPLICATION FORM]



Please complete ALL sections of the form, in black ink.

<b>POST APPLIED FOR :</b>	<b>REF:</b>	<b>LOCATION:</b>
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## 1. PERSONAL DETAILS

Family Name ..... Forename(s) ..... Title.....

Address ..... Postcode.....

Tel. No. (Home) ..... (Work) ..... (Mobile) .....

Can we, with discretion, contact you at work?      YES/NO

## 2. EDUCATION, QUALIFICATIONS AND MEMBERSHIPS

**PLEASE NOTE:** *The job description forms the basis for short-listing; only information explicit on completed application forms will be considered. Please do not include a separate CV as this will **not** be used for short-listing.*

From	To	Educational Establishment	Qualification, Grade and Dates

### Any professional training undertaken, certificates obtained or professional qualifications *(do not include one day/occasional items)*

Qualification/ Training	Training Establishment	Length of Course	Dates

### 3. CURRENT OR MOST RECENT WORK EXPERIENCE

Name of Employer ..... Starting Date .....

Address ..... Leaving Date .....

..... Job Title .....

Reason for Leaving ..... Salary .....

.....

Notice period.....

Please describe your duties and responsibilities:-

### 4. PREVIOUS WORK EXPERIENCE

Dates		Employer & Address	Summary of Position and Duties	Reason for Leaving
From	To			

## 5. SUPPORTING STATEMENT

Please provide information to support your application.

*No assumptions will be made about your experience. It is vital that you tell us how you fulfil the requirements of the job description with clear evidence and examples.*

*Continue on a separate sheet if necessary.  
No more than two sides of A4.*

## 6. ELIGIBILITY TO WORK IN U.K.

Do you need a Work Permit to take up employment in the UK?

YES/NO

Please state your N.I. Number:

.....

## 7. RELATIONSHIPS

Are you related to an employee or Trustee of NORCAS?

YES/NO

If YES please provide details:

## 8. REFERENCES

Please give the names and addresses of two persons to whom reference can be made, one of whom should be your present employer (if employed). State the capacity in which the referee is known to you (references from friends or relatives will not be accepted). Please note all references must be on headed paper. **References will be taken up after interview.**

Name .....	Name .....
Address .....	Address .....
.....	.....
.....	.....
Post Code .....	Post Code .....
Tel.No. ....	Tel.No. ....
Relationship to you .....	Relationship to you .....

## 9. CRIMINAL CONVICTIONS

Due to the nature of our work with vulnerable people, all convictions, including those normally considered 'spent' under the Rehabilitation of Offenders Act 1974, must be disclosed. Failure to disclose any convictions will result in the termination of any employment contract entered into on the basis of this application.

*Please see attached policy statement on the recruitment of ex-offenders to assist you in completing this section.*

## 10. DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

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

## 11. MONITORING

Applicants are requested to complete the attached monitoring form to enable NORCAS to monitor equal opportunity. This information is used for no other purpose and will be treated as confidential. This information will be kept separate from your application and the people involved in the selection process will not see it. Thank you for your help with this.