

Job Application Form



If you would like this document in large print, audio, Braille, alternative format or in a different language, please ask.

Instructions

- Please complete all sections (1 to 14) as well as the Recruitment Monitoring Form.
- Please type your answers so the completed form can be e-mailed to us as an attachment.
- If the space on the form is insufficient, continue in an additional separate document.
- When you save the completed form, it will help us if you choose a filename that includes the post number and your name.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months, after which they will be destroyed, (except for those of the successful candidate).

1. Post applied for

Post title:

Post No.:

Section:

Location:

On what basis are you applying for this post?

(Number of hours per week if part time or job share) :

2. Personal details

Please only give number and address details on which you are willing to be contacted.

Surname or family name:

First name(s):

Have you ever used any other names?

(If yes, please state):

Address:

(in full, including postcode)

Home telephone:

Work telephone:

Mobile telephone:

E-mail address:

(specify personal or work)

Do you hold a valid driving licence for use in the UK?

(If 'Other', please specify):

Do you have access to a vehicle if the duties of the post require you to travel?

3. Current or most recent employment

Name and address of employer:

Job Title:

Brief description of duties:

Current / last salary & grade:

Other benefits:

Date started in post:

Leaving date (if applicable):

Notice required:

Reason for leaving or wishing to leave:

4. Employment history

Have you previously worked for NPS Group?

Please list your previous jobs since leaving full time education, starting with the most recent.

Employers name and address:	Dates from/to:	Job title:	Salary or hourly rate:	Reason for leaving:

Please continue on the next page if necessary

Please continue in a separate document if necessary.

5. Breaks in employment history

If you have had any breaks in employment since leaving education, please give dates and details of your activities during these times e.g. unemployment, study, voluntary work etc.

Dates from/to: **Reason for break:**

6. Education and qualifications

If you are shortlisted for interview, you will be asked to provide evidence of your qualifications. Please include any ongoing study.

Dates from/to: **Educational establishment:** **Name of course / qualification gained and grade(s):**

Dates from/to:	Educational establishment:	Name of course / qualification gained and grade(s):

7. Membership of, or registration with, professional bodies

Name of professional body: **Level / type of membership:** **Registration number:** **Renewal date:**

Name of professional body:	Level / type of membership:	Registration number:	Renewal date:

8. Other relevant training e.g. short courses, personal development, special projects

Date:	Organising body:	Brief description of course content:

9. Supporting information

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is only information contained in this application which will determine whether you are shortlisted for interview. Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work, and how it is relevant to this post. You may attach extra sheets if necessary.

We have a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar criteria. The gender, marital status, race, ethnic origin, age, religion or belief, or sexual orientation of an applicant or employee do not affect the employment opportunities made available, except as permitted by legislation.

We also have a policy for the employment of disabled people that requires full and fair consideration to be given to people with disabilities in the recruitment process (refer to section 12).

You can write your supporting statement in the box below. The maximum length is 4,000 characters. If that is insufficient, please continue in a separate document.

Empty box for supporting statement.

10. References

References will normally be requested for all candidates invited for interview, unless you ask us not to by selecting 'No' in the boxes below. This will not affect our decision to invite you for interview. Satisfactory references will be required before an offer of employment can be made, and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible, they should be your two most recent employers. If this is not possible, a suitable alternative would be another previous employer, a business associate, or the leader / organiser of a voluntary organisation. If you have not worked before, please use your school or college teacher / tutor.

Reference 1

Title (Mr, Mrs, etc) and name:

Occupation / job title:

Organisation and full address with postcode:

Telephone:

E-mail address:

How do they know you?

Can we contact them before interview?

Reference 2

Title (Mr, Mrs, etc) and name:

Occupation / job title:

Organisation and full address with postcode:

Telephone:

E-mail address:

How do they know you?

Can we contact them before interview?

11. Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

"I have read the statement about Disclosure of Criminal Convictions in the document 'Notes about the employment application process at NPS' available for download with this form".

My position is:

If you have information to declare then send full supporting information, in a sealed envelope, to the address given in the job advertisement. Please note that Criminal Records Bureau checks may be necessary for some posts, and in some circumstances will be mandatory.

12. Guaranteed interview for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria set out in the person specification, you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

For a definition of disability, please see the appropriate section on the Recruitment Monitoring Form.

Do you have a disability?

Are there any special facilities that you would need to participate in an interview, or that you would require if you were offered the job?

If 'Yes', please give details of what facilities you would like us to provide. Examples include:

- Induction loop
- Sign Language interpreter (state language)
- Keyboard for written tests
- Speech facilitator with you at interview
- Car Parking / assistance in and out of vehicle
- Wheelchair access
- Accessible toilet facilities

13. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996 it is a criminal offence for an employer to employ a person who is not entitled to work in the UK. Evidence of your entitlement to work in the UK will normally be requested for all candidates invited for interview and / or before starting employment with us. For further information for overseas and non-British applicants, please contact the Human Resources department at our head office for advice.

Are there any restrictions to your residence in the UK that might affect your right to take up employment within the UK?

Do you need a Work Permit or Worker Registration Certificate to work in the UK?

If you have answered 'Yes' to either of the above questions, please give brief details:

14. Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the NPS Group to make any appropriate checks which may be necessary in relation to the post I have applied for. (False information, or a failure to supply the details required in this application form, could make an offer of employment invalid or lead to termination of employment.)

I agree that personal data relating to me which has been or is obtained by the NPS Group, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of the NPS Group and used by NPS for any purpose relating to my application and prospective recruitment and employment within the NPS Group.

I understand and agree with the above statements:

Date:

Recruitment Monitoring Form



The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment. The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

NPS Group welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or belief, or sexual orientation. The aim of our policies is to ensure that our employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

Personal Details

Post title:	<input type="text"/>
Post No.:	<input type="text"/>
Surname or family name:	<input type="text"/>
First name(s):	<input type="text"/>
Nationality:	<input type="text"/>
Your gender is:	<input type="text"/>
You age band is:	<input type="text"/>

Present Situation

Are you currently employed by NPS Group?	<input type="text"/>
I heard about this vacancy through:	<input type="text"/>
If your selection is marked *, please specify:	<input type="text"/>

Religion

I would describe my religious beliefs as:	<input type="text"/>
* If you selected 'Other', please specify:	<input type="text"/>

Ethnic Origin

The following categories are recommended by the Commission for Racial Equality.

I would describe my ethnic origin as:	<input type="text"/>
* If you selected 'Other', please specify:	<input type="text"/>

Disability

Definition of disability

The Disability Discrimination Act (DDA)1995 defines disability as follows:

A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

The Act sets out the circumstances in which a person is "disabled". It says you are disabled if:

- You have a physical or mental impairment
- This has an adverse effect on your ability to carry out normal day-to-day activities
- The adverse effect is substantial - the adverse effect is long-term (meaning it has lasted for 12 months, or is likely to last for more than 12 months or for the rest of your life).

Examples of conditions covered include:

- Physical and sensory impairments: epilepsy; multiple sclerosis; blindness; cerebral palsy; heart disease
- Mental impairments: schizophrenia; bi-polar disorder; some learning difficulties
- Progressive conditions: cancer; multiple sclerosis; muscular dystrophy; HIV infection

Please note: this list is not an exhaustive list of conditions covered under the DDA.

Do you have a disability?

Declaration

I have chosen to complete this Recruitment Monitoring Form, and I declare that the information given on it is correct.

I agree with the above statement:

Date:

Office Use Only

Candidate status: