**Staff Application Form**

Please read the Guidance Notes before completing this form, because we can only determine your suitability for the position from the information you give in this application.  The closing date for this post is **10:00am on Monday 23rd September** - any applications received after this date cannot be considered.  The Interview Date is **Friday 4th October**.  Please return your completed application form by email to admin@homestartnorfolk.org or by post to The Community Centre, Campingland, Swaffham, Norfolk, PE37 7RB

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| --- | --- | --- |
| Position applied for: ***Marketing Assistant*** | | |
| Closing date: ***10:00am Monday 23rd September*** | | |
| Full Name |  | |
| Address including postcode |  | |
| If you have been at this address less than five years, please give previous address |  | |
| Email address: | | Home telephone no:  Mobile telephone no: |
| This post may occasionally require travel to other offices/locations in Norfolk. | | Do you hold a current driving licence?  **YES / NO**  Do you have access to the use of a vehicle?  **YES / NO** |

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| --- | --- |
| **REFERENCES**:  Please give the names and addresses of two referees who must not be related to you or a member of your household.   One must be your current or most recent employer.  We will only contact your referees if we make you a conditional offer.  **Please ask permission prior to submitting referees details and confirm full address.** | |
| **Referee 1**  Time known this person  In what capacity? | **Referee 2**  Time known this person  In what capacity? |
| Name:  Address:  Postcode:  Email:  Telephone: | Name:  Address:  Postcode:  Email:  Telephone: |

**Education**

|  |  |  |
| --- | --- | --- |
| Subjects | Qualifications gained  (e.g. GCSE, ‘A’level, Highers, NVQ, Degree) | Grade |
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**Job related qualifications/specialised training**

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| Course title and qualification achieved (if applicable) | Grade |
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We would like to get a picture of your experience to date, detail as requested below.

**Present or most recent job:**

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| --- | --- |
| Job title: | Employer’s name and address |
| Date started: |  |
| Date finished: |
| Salary: |
| Notice required: |
| Purpose of job and main tasks: | |

**Previous employment, most recent first**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
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**Please tell us about any voluntary or unpaid work, starting with most recent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation | Role | From | To | Brief description of duties | Reason for leaving |
|  |  |  |  |  |  |
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**Please tell us about gaps in your employment history, starting with the most recent**

**with reasons e.g. career break to look after children or other dependants, travelling, training or education.**

|  |  |  |
| --- | --- | --- |
| From | To | Reason |
|  |  |  |
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**Are you related to any person who works in a paid or unpaid capacity for Home-Start?**

**YES/NO**

**If yes please give details**

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| If offered this position, do you intend to continue working in any other capacity?  **YES/NO** If yes give details |

**Relevant skills, knowledge and experience**

Please use this page to show how you meet each of the essential criteria in the person specification and what evidence you have to show you meet each item.  Please structure your statement adopting the key headings of the person specification.  Please use no more than two continuation sheets.

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**Immigration, Asylum and Nationality Act 2006**

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| Are you eligible to work in the UK?  **YES/NO** |

**Rehabilitation of Offenders Act**

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| --- | --- | --- |
| You do not need to provide details of any “spent” convictions as defined by the Rehabilitation of Offenders Act.  This post is subject to a standard DBS criminal record check. | | |
| Have you ever been convicted of a criminal offence?  If yes you may be asked to supply details. | YES | NO |

**Declaration**

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information I agree that my application details may be held securely by Home-Start Norfolk.

Signed:

Date: