**APPLICATION FOR EMPLOYMENT**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

Please complete the form in black ink and BLOCK CAPITALS.

**GUIDELINES**

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

**POSITION APPLIED FOR:**

Job Title:

Department/Region:

[ ]  Norwich [ ]  Gorleston [ ]  Kings Lynn

Where did you see this post advertised?

|  |
| --- |
| 1. **APPLICANTS DETAILS**
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| Title:  | Surname: |
| First Name:  | Middle Name(s): |
| Home Address:  |
| Postcode:  |
| Telephone numbers: please include full STD code |
| Home: Preferred method of contact: [ ]  Yes [ ]  No  |
| Work: Preferred method of contact: [ ]  Yes [ ]  No |
| Email Address: Preferred method of contact: [ ]  Yes [ ]  No |

**2. EMPLOYMENT RECORD**

Please give details of your employment history for the previous ten years starting with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish

to expand on specific areas of responsibility, please do so in Section 5: Experience /skills.

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| **1. Your Current/Most Recent Employer** |
| Name: |
| Address: |
| Job Title:  | To: | From: |
| Brief description of duties: |
| Reason for leaving/changing |
| Period of Notice with Current Employer (if applicable) |
| **2. Employer / Organisation** |
| Employment History (including and voluntary work) |
| Company Name | From MM/YYYY | To MM/YYYY | Position Held | Reason for Leaving |
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**3. EDUCATION / QUALIFICATIONS**

Please tell us about your education and any qualifications which you feel are relevant to the post.

Include relevant courses which you are currently undertaking. Please start with the most recent.

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| --- | --- | --- | --- |
| **Name of school / college / university / training body** | **Subject Studied** | **Qualification / Level** | **Date Gained** |
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**4. TRAINING**

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

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| Training Course  | Date |
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**5. EXPERIENCE / SKILLS**

This section is for you to give specific information in support of your application. Please use A4 paper up to a maximum of two sides.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

You may wish to use the headings in the person specification in order to set the information out clearly.

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**6. REFERENCES**

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

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| **1. Name** |
| Position  | Address |
| Organisation |
| Tel: |
| Email: |  |
| **2. Name** |
| Position  | Address |
| Organisation |
| Tel: |
| Email:  |  |
| **7. CONVICTIONS** |
| Have you ever been convicted of a criminal offence? [ ]  Yes [ ]  No |
| If YES, please give details of any criminal convictions (with dates) in the space below Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies. |

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| **7. DECLARATION AND SIGNATURE** |
| The information supplied in this application form is accurate to the best of my knowledge.………………………………………………………………………. …………………………………… Signed Date |

By signing and returning this application form you consent to Headways Norfolk & Waveney using

and keeping information about you provided by you – or third parties such as referees – relating to

your application or future employment. This information will be used solely in the recruitment

process and will be retained for six months from the date on which you are informed whether you

have been invited to interview, or six months from the date of interview. Such information may

include details relating to ethnic monitoring and disability, these will be used solely for internal

monitoring and will not be disclosed to any third party.

Thank you for completing the form. Please return to: Rosie Dunthorne rosie.dunthorne@headway-nw.org.uk or Headway House, Rosebery Road Methodist Church. Norwich, NR3 3AB.