

NACCC Application for Employment

PERSONAL DETAILS

Position Applied For	
Surname	
First Names	
Address	
Telephone Home	
Telephone Work	
Email	

REFEREES

Please give the name, address and telephone number of two referees and indicate in what capacity the referees know you. One should be your present or most recent employer.

Name – Referee 1		
Position / Organisation		
Address		
Telephone number / s	Home:	Work:
Capacity known		
Name – Referee 2		
Position / Organisation		
Address		
Telephone / s	Home:	Work:
Capacity known		

References may be taken up before interview. Have you any objections to this? Yes No

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)

Because of the nature of the work for which you are applying we are obliged to ask you, in connection with your Application, to disclose any convictions you may have. Under the conditions of the above Order, you are not entitled to withhold information about convictions which otherwise might be considered spent. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Please give below details of any convictions you may have. This information will be treated as strictly confidential but you should be aware that any offer of employment made will be subject to a satisfactory Disclosure & Barring service check. A criminal record will not necessarily be a bar to obtaining a position.

Strictly Private & Confidential

Have you ever been convicted by a court of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details including dates and court where convicted		
Are you subject to any current or outstanding disciplinary procedures or legal action? <i>If Yes, please give details.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disclosure and Barring Service I am happy to complete a Disclosure Application Form to enable a Disclosure and Barring Service Check Signed..... Date.....		

EDUCATION & QUALIFICATIONS

Name of School/College			
Date	Subject	Level (GCSE, O, A, etc.)	Grade

Name of Further Education College/University			
Date	Subject	Level	Grade

Other Relevant Training Undertaken *			
Date	Subject	Level	Grade

*Continue on an additional sheet of A4 if needed.

INTERESTS

Please give brief details of your interests and any voluntary work you have undertaken.*

*Continue on an additional sheet of A4 if needed.

EMPLOYMENT HISTORY

Please give details of your employment history starting with your present or most recent employer and working backwards. Continue on an additional sheet of A4 if needed..

Name, Address & Business of Employer			
Date Employed From		Date Employed To	
Final Salary		Reason for Leaving	
Job Title, Purpose & Main Duties			

Strictly Private & Confidential

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Final Salary		Reason for Leaving	
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EXPERIENCE/RELEVANT SKILLS

Please use this section to clearly demonstrate how you feel you will be able to fulfil the expectations contained in the Job Description / Person Specification and what qualities and experience you think you can bring. Continue on an additional sheet of A4 if needed.

[If you prefer, this section may be typed or word processed on plain white paper].

Strictly Private & Confidential

I declare that the information given in this form is true and complete. I understand that any wilful misstatement or omission may render me liable to Disciplinary Action, including dismissal, if engaged.

Signature: _____

Date: _____