

Employment Application Form

Position applied for	
----------------------	--

Title	First Name	Surname

Address including postcode	Mobile Number
	Land Line

Email Address	
---------------	--

Education

Please give details of your education history including dates, what qualifications and grades you attained, and where relevant which awarding body.

From MM/YY	To MM/YY	School/college/university	Qualifications attained with grade and date

Professional Qualifications

Details	Awarding Body	Date 00/00/00

Employment Application Form

Training & professional development

Please give details of any training, professional development courses or conferences that you have attended that are relevant to the role you have applied for.

From MM/YY	To MM/YY	Details	Grade (if applicable)

Current/last Employer

Employer Name & Address	Job Title	From 00/00/00	To 00/00/00
Main Duties:			
Reason for leaving & length of notice required:			
Current Salary/ Hourly rate:			

Employment Application Form

Previous employment

Please give details of all previous jobs you have undertaken, explaining any breaks in work.

From MM/YY	To MM/YY	Employer name and address	Job title	Reason for leaving

Voluntary work or experience

Please tell us of any voluntary or unpaid work you have undertaken.

From MM/YY	To MM/YY	Details

Employment Application Form

Details of how you meet the specifications of the job

Please refer to the Job Description/Person Specification & ensure that you show evidence for how you meet the criteria for this position. This should include experience you have that covers the Relevant Skills, Knowledge and Experience, & may also include experience that is relevant to the Key Performance Indicators & the Main Duties.

Employment Application Form

References

Please give the names and addresses of two referees who we can approach, one of whom should be your present or most recent employer or tutor. Referees should **not be a relative or personal friend**. If you are not currently working with children, young people or vulnerable adults, but have done so in the past, please include the most recent *relevant* employer. We will only contact referees if you are offered the post.

Referee 1 Name	Referee 2 Name
Organisation	Organisation
Relationship	Relationship
Name & Address inc postcode	Name & Address inc postcode
Email (essential)	Email (essential)
Phone Number	Phone Number

Please read carefully and answer the following questions in each category:

Relationship to people in Nansa

Are you related to or friends with anyone who works, volunteers or attends Nansa?

No Yes*

***Please give brief details:**

Previous Application

If you have previously applied to us for work in the last 12 months, when did you apply and what was the vacancy?

Employment Application Form

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent.

Do you have any unspent convictions/ cautions? Yes No

Are you disqualified from working with children, young people or vulnerable adults? Yes No

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this charity. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy. NANSA DBS checks all staff and volunteers working with vulnerable children/people prior to starting.

Right to work

Nansa is required to confirm both the identity and the right to work in the UK of all our applicants. You will be required to show identification to prove you may work or volunteer in the UK please choose one of the following:

Are you a British citizen?

Are you a European Economic Area (EEA) citizen?

You are a Swiss national?

Do you have a valid visa to work in the UK?

Do you have a valid work permit to work in the UK?

Age restrictions

It is Nansa's Policy to only employ people over the age of 18 to work or volunteer directly with our children, young people and vulnerable adults. People between the age of 16 and 18 may work or volunteer in our retail department on Saturdays only (when no service users are involved in Nansa's retail department).

I am over the age of 18

I am aged between 16 and 18

Employment Application Form

Travel

Nansa has a minibus and cars which are used to transport service users to outreach locations. Whilst it is not always a requirement to have a driving licence (see Job Description criteria), it is helpful to know which staff and volunteers can drive and what they can drive.

Are you a driver? Yes No

Do you have a category D1 licence? Yes No

Do you have any endorsements? Yes* No

***Please give brief details:**

GDPR (Data Protection)

Nansa is a Data Controller, and complies with the principles of the 2018 General Data Protection Regulation

In implementing the legislation, Nansa adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application. This covers manual as well as computerised records. Your application form will be kept for six months whether you are successful or not then deleted or destroyed.

Declaration

I hereby declare that the information given in this form is, to the best of my knowledge, correct and that it gives an accurate record of my application and employment history. Any fabrication may lead to dismissal if appointed.

Signature-

Date_____

Please return this form to: Gemma Dick, Nansa Adult & Youth Services Centre, 200 Bowthorpe Road, Norwich, NR2 3TZ or email to Recruitment@nansa.org.uk