



**APPLICATION FOR EMPLOYMENT**

Please complete this form in full and in black ink

**Post applied for:**

**PERSONAL DETAILS**

SURNAME:

FIRST NAME:

ADDRESS:

POSTCODE:

TELEPHONE: Home:

Mobile:

EMAIL:

**PRESENT OR MOST RECENT EMPLOYMENT**

NAME

ADDRESS:

POSTCODE

YOUR JOB TITLE:

DATES OF EMPLOYMENT:

From:

To:

LENGTH OF NOTICE REQUIRED:

REASON FOR LEAVING:

<b>PREVIOUS EMPLOYMENT</b>				
<b>NAME AND NATURE OF BUSINESS</b>	<b>POST HELD</b>	<b>DATES</b>		<b>REASON FOR LEAVING</b>
		<b>From</b>	<b>To</b>	

<b>EDUCATION</b>		
<b>WHERE</b> (eg School, FE College, University etc)	<b>COURSE DETAILS</b>	<b>QUALIFICATIONS OBTAINED</b>

<b>OTHER TRAINING</b>		
<b>TRAINING ORGANISATION</b>	<b>COURSE NAME AND BRIEF DETAILS</b>	<b>DATE(S)</b>

**SUPPORTING STATEMENT** - please read the job description/role carefully. In no more than 500 words describe how your skills and experience specifically relate to those required for the post.

**SUPPORTING STATEMENT (continued)****WHERE DID YOU HEAR ABOUT THIS VACANCY****REFERENCES** Please give two referees, one should be your current or last employer

NAME:	NAME:
ADDRESS:	ADDRESS:
POSTCODE	POSTCODE
TEL NO:	TEL NO:
EMAIL	EMAIL
JOB TITLE	JOB TITLE

**EMPLOYMENT OF EX-OFFENDERS**

Do you have any unspent convictions? Yes / No

Additional guidance – Please tick “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick “No”. If you’re not sure if your convictions are unspent or spent, you can use a tool available at [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk) and read guidance at [hub.unlock.org.uk/roa](http://hub.unlock.org.uk/roa)

REASONS FOR APPLYING FOR THIS POST - please give three reasons	

MISCELLANEOUS	
Do you hold a full and clean driving licence?	YES / NO
Do you own a car?	YES / NO

DATA PROTECTION
The personal data collected on this form is collected and processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose. It is NPCAA's policy to protect, and keep secure, all personal data collected and we in compliance with the GDPR. Application forms will be securely destroyed after 1-year, unless appointed to the post, in which case the information will form part of your personnel record.

DECLARATION
I declare that the information given on this form is true and complete to the best of my knowledge and belief and can be treated as part of any subsequent contract of employment. I understand that any false information or deliberate omission may result in rejection or, if appointed, lead to later disciplinary action.
Signed _____ Date: _____

Please return this form to: Alli McDonald-Hughes, Centre Development Manager,  
New Park Centre, New Park Road, Chichester. PO19 7XY  
E mail: [managers@newparkcentre.org.uk](mailto:managers@newparkcentre.org.uk)

NPCAA\_appform\_mar19

*Bringing people together*