

APPLICATION FORM

PRIVATE & CONFIDENTIAL

Application for Employment as: _____

Vacancy Reference No: _____

Surname										
Other Names										
Address*									Postcode	
Telephone										
E-Mail Address										
National Insurance No										

*Maximum distance willing to travel _____

Are there any restrictions on you taking employment in the UK?	YES		NO	
If YES, please provide details				

Hours Available to Work

What is the minimum and maximum number of hours you are available to work per week?

Minimum: _____ hrs

Maximum: _____ hrs

By putting an 'X' in the boxes below, please indicate the times you are available to work:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Early Mornings (e.g. starting from 5am)							
Mornings (e.g. starting from 8am)							
Afternoons (e.g. from midday to 5pm)							
Evenings (e.g. from 5pm to 10pm)							
Nights (e.g. from 10pm)							

Minimum Hourly Rate Expected: £ _____

Education and Training

Schools / Colleges / University	Qualifications Gained (Details and Results)

Employment History (Please complete in full and use a separate sheet if necessary)

Dates	From	To
Name and Address of Employer		
Job Title		
Duties		
Rate of Pay	£	p.h.
Reason for Leaving		

Dates	From	To
Name and Address of Employer		
Job Title		
Duties		
Rate of Pay	£	p.h.
Reason for Leaving		

Dates	From	To
Name and Address of Employer		
Job Title		
Duties		
Rate of Pay	£	p.h.
Reason for Leaving		

Notice Period from Current Employment (if applicable): _____

Other Employment

Please detail any other employment you would intend to continue with if you were to be successful in obtaining a position with NJC and your commitment in terms of hours worked there

--

Please tell us why you applied for this job and why you think you are the best person for the job

--

Do you consider yourself to have a disability?

YES

NO

Please tell us if there are any "reasonable adjustments" we can make to assist you in your application or with our recruitment process

--

Do you have any unspent criminal convictions in accordance with the Rehabilitation of Offenders Act 1984?

YES

NO

If **YES**, please provide further details below.

--

LANGUAGES

Birth Language spoken: _____

Other Languages spoken: _____

DECLARATION (Please read this carefully before signing this application)

All information supplied in this application is treated in strict confidence and will only be used for recruitment purposes. By completing this application form, I consent to my information being held on an electronic database for the duration of the recruitment process and for a short period of time thereafter and I consent to be contacted by telephone or email to discuss this application further.

DATA PRIVACY

NJC is committed to protecting the privacy and security of your personal information. Please click on the attached link to read our [Privacy Notice - Applicants](#)

Acknowledgement

I, _____

(candidate name – please use capital letters)

acknowledge that on _____ (date), I received a copy of NJC’s Privacy Notice for Applicants and that I have read and understood it.

Signature _____