

**APPLICATION FOR EMPLOYMENT**

**Please complete this form in black ink.**

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| APPLICATION FOR THE POST OF: | **National Digital Projects Lead** |

**PERSONAL DETAILS (Please complete this section in block capitals)**

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| Title: | Surname: | First Names: |
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| Address: | | Telephone Number  Day:  Evening:  Mobile:  Email: |

**EDUCATION AND TRAINING (Starting with most recent first)**

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| **School/College attended:** | **From:** | **To:** | **Qualifications:** | **Grade/Result** |
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| Membership of professional bodies: |
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| Details of any further training undertaken or relevant courses attended, with dates |
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**EMPLOYMENT EXPERIENCE**

**List jobs starting with the most recent employer first. Please include your full employment history and explain any gaps in employment. Please continue on a separate sheet if necessary.**

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| **CURRENT EMPLOYER** | | | | |
| NAME AND ADDRESS OF EMPLOYER: | JOB TITLE:  (Please indicate the main responsibilities of the post and your salary on leaving) | DATE FROM: | DATE  TO: | REASON FOR LEAVING/WANTING TO LEAVE: |
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| **PREVIOUS EMPLOYERS** | | | | |
| NAME AND ADDRESS OF EMPLOYER: | JOB TITLE:  (Please indicate the main responsibilities of the post) | DATE FROM: | DATE  TO: | REASON FOR LEAVING: |
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**VOLUNTARY WORK**

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| Please give details of any voluntary work undertaken: |

**GENERAL INFORMATION**

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| **DRIVING (Please only complete where travel is required for the job role)**  Do you have a current driving licence? **o YES o NO**  Do you have access to a car for work **o YES o NO**  Please provide details of any endorsement(s): ……………………………………………………………………………………………..  **RIGHT TO WORK IN THE UK**  National Insurance Number: …………………………………………………………………………………………………………………………..  Do you require a permit to work in the UK?  **o YES o NO**  Successful applicants will be required to supply documentation to prove their right to work in the UK and give permission for it to be copied and stored by NCF for the duration of employment and for 2 years after employment ends. Please identify which of the following two documents you will provide if you are offered the position:  o A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.  o A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.  o A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.  o A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.  o A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.  o A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.  o A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.  o A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer  o A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent  National Insurance number and their name issued by a government agency or a previous employer.  o A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.  **DECLARATION OF CRIMINAL OFFENCES:**  Have you had any criminal convictions? **o YES o NO**  If YES, please state the nature and date of any conviction(s):  **REFERENCES**  It is The National Care Forum’s policy to obtain a minimum of two referees prior to confirming an offer of employment. **The first referee must be your current/most recent employer.** The second referee should be work related or an academic referee and must not be a personal friend or member of the family.  We will not attempt to obtain any references until a conditional offer of employment is made.   |  |  |  |  | | --- | --- | --- | --- | | Name: (1) |  | Name: (2) |  | | Position: |  | Position: |  | | Address: |  | Address: |  | | Tel. No: |  | Tel. No: |  | | Email: |  | Email: |  | |

**STATEMENT OF SUITABILITY**

**Please refer to the Job Description to help you complete this section. Please note CV’s will not be accepted.**

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| **Please outline how you meet the essential and, where applicable, desirable criteria detailed in the job role?** |
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**DECLARATION:**

o I confirm that the information given on this form is correct and accurate. I understand that any false statement may cause The National Care Forum to cease continuation of my application for employment or, may subsequently lead to dismissal.

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| Name: |  | Date: |  |

**Please return this form to** [**lewis.randles@nationalcareforum.org.uk**](mailto:lewis.randles@nationalcareforum.org.uk)

**Or post to: Lyn Evans, The National Care Forum, Friars House, Manor House Drive, Coventry, CV1 2TE.**

**All completed forms to be received by 9:00AM Monday 16th June.**

**At the National Care Forum, we value keeping your personal information safe and secure. If you’d like to find out more about how we manage your data, please**[**read our privacy notice**](https://nationalcareforum.org.uk/privacy-policy/)**.**