# CONFIDENTIAL

#### Application Form

Please complete all sections of the form.

Pages 1, 2 and 7 of this application form, which contain your personal details and equal opportunities information and any criminal record declaration, will be detached from your application for the shortlisting process.

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| **Title of job applied for** | |
| Title of role applied for: Operations Co-ordinator | | Ref: NCHOpCo0722 |

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| Personal Details |
| First Name(s): | | Last Name: | |
| Known as: | | | |
| Address: | | | Do you require a work permit to be employed in the UK?  Yes  No  If you already have a work permit, when does it expire?    (Please note that your current work permit may not be valid for this post) |
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|  | | |
| Post Code: | | |

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| **Contact Details** |
| Home: | | Work: |
| Mobile: | | E-mail address: |
| May we contact you at work? Yes  No  How can we contact you? Telephone  E-mail  Mobile | | |
|  | | |

**Where did you first see the advertisement for this job?**

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| References |
| Please provide the names and contact details for two people who can comment on your suitability for this job. One of these should be your present or most recent employer. | | |
| Present/most recent employer\* | | Previous employer/other |
| Organisation: | | Organisation: |
| Name: | | Name: |
| Job Title: | | Occupation: |
| Address: | | Address: |
|  | |  |
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|  | |  |
| Postcode: | | Postcode: |
| Phone No: | | Phone No: |
| E-mail: | | E-mail: |
| Preferred method of communication:  Letter  E-mail | | Preferred method of communication:  Letter  E-mail |
|  | |  |
| If the referee knows you by a different name please state: | | |
| If you have not had previous employment, please provide details of another referee.  A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement.  Please do not contact my present/most recent employer without prior agreement | | |

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| **Current/Most Recent Job** |
| Current Job: | | Start Date: |
| Current Employer (Company Name): | | Current Salary:  £ |
| Employer Address: | | Notice Period Required: |
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| **Main Responsibilities and Achievements** |
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| **Employment History** |
| (Starting with most recent first)  **Name of Employer, type of Business and job title** | | **Dates** | **Duties and reason for leaving** |
| **Please add additional pages if necessary…** | | | |

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| Job related training |
| Brief details of any relevant training courses attended, excluding further education. | |

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| Education |
| Please give details of Higher Education Courses studied and their outcomes. | | | | |
| Provider | Date of Study | Course | Grade / Result |

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| **Supporting Information** |
| Based on the **Person Specification** and **Job Description** for the role you are applying for, please use this section to explain why you believe you are the best person for this job. Our shortlisting process is primarily scored against these criteria and this is your chance to make sure we know everything about you that we need to. Please **do not** assume that the people reading this application know anything about you or your past knowledge, skills and experience. | |
| If you require more space please attach a separate sheet. | |

**Please attach additional pages if necessary…**

**DIVERSITY**

**You are not required to answer any of these questions as they are not used in the selection process this is for monitoring purposes only.**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages.

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| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Gender:** Male  Female  Trans  Non Binary  I identify as:  **Age**: Choose an item.  Please indicate your ethnic origin  **White: Mixed: Asian**  White British  Mixed White/Black Caribbean  Indian  White Irish  Mixed White/Black African  Pakistani  Any other White  Mixed White/Asian  Bangladeshi  Other Mixed  Other Asian  **Black or Black British: Other:**  Black Caribbean  Chinese  Black African  Gypsy/Traveller  Other Black  Other  **Nationality** ( Please State)  Religion or Belief?  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say |

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| **Disability:** The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.    **Do you consider yourself to have a disability? Yes  No** |