

Please return completed application forms to:

North Devon+, Caddsdawn Business Support Centre, Clovelly Road, Bideford, Devon, EX39 3DX

Position Applied for:

Closing date:

Please complete this form fully using **black ink or type**. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call 01237 426426

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

## Section 1: Personal details

Last Name:  First Name:

Address:

Postcode:

Home Telephone N<sup>o</sup>:

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

National Insurance N<sup>o</sup>:

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.

**Driving Licence** – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Are you willing to drive company vehicles in line with our insurance policy and company car procedures

Yes

No

## Section 2: Present Employment

**Present Employment** (If you are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, Caring for relatives, raising family)

**Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**From:**

(Month / Year)

**Salary:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Reason for leaving**  
(if no longer employed):

## Section 3: Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year.

Name of Employer:

Address:

Postcode

Start Date:

End Date:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Start Date:

End Date:

Position Held:

Summary of duties:

Reason for leaving:

**Name of Employer:**

**Address:**

**Postcode**

**Start Date:**  **End Date:**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**



**Name of Employer:**

**Address:**

**Postcode**

**Start Date:**  **End Date:**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**



Continue on a separate sheet if necessary; please ensure that you have fully completed this section.

## Section 4: Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Dates attended from and to	Course	Qualifications and grades obtained
School	Dates attended from and to	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Training or Management Qualifications

Please give details:

Training course Professional/Registered/ Management Qualifications	Course Details

Continue on a separate sheet if necessary

## Section 5: Personal Statement

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Job Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 6: Rehabilitation of Offenders Act (1974)

Do you have any unspent convictions?

YES  NO

If yes please give details, with dates of offences, sentences, cautions, reprimands, final warnings and court cases pending. The information contained in this application form will only be seen by staff involved in the recruitment process. Where the post applied for requires an Enhanced Disclosure check, please provide details of any police enquiries made against you, which may have a bearing on your suitability for this post.

North Devon+ believes that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of the offences(s)

## Section 7: References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>
In what capacity does this person know you		In what capacity does this person know you	
<input type="text"/>		<input type="text"/>	
Company:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N <sup>o</sup> :	<input type="text"/>	Telephone	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes  No

Are you willing for this referee to be approached prior to the interview? Yes  No

## Section 8: Declaration

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below.  
If this declaration is not completed and signed, your application will not be considered.

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered any statement is false or misleading my employment may be terminated without notice.

Signed:

Date:

### RETURNING THIS FORM

**By Hand or Post:**

North Devon+,  
Caddsdwn Business Support Centre,  
Clovelly Road,  
Bideford,  
Devon,  
EX39 3DX

**By E-Mail:**

[Info@northdevonplus.co.uk](mailto:Info@northdevonplus.co.uk)

**Enquiries:**

Telephone: 01237 426426



## Section 9: Recruitment Monitoring Form

Please assist us by completing this form. This information is being gathered to monitor the operation of North Devon+'s Equal Opportunities policies and the effectiveness of advertising media used, and for no other reason. The data will be treated with the utmost confidentiality. It will not be taken into account in assessing information on your application form as it is removed before your form is seen by the shortlisting panel.

**This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.**

Last Name:

First Name:

Application for the post of:

### What is your Ethnic Group?

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please note the categories listed below are approved by the Commission for Racial Equality.

White - British

White - British

White - Other

White – White and Black Caribbean

Mixed – White & Black African

Mixed – White and Asian

Mixed - Other

Not Known

Asian or Asian British - Pakistani

Asian or Asian British - Other

Asian or Asian British - Indian

Asian or Asian British - Bangladeshi

Black or Black British - African

Black or Black British - Carribean

Black or Black British - Other

Other

## Section 9: Recruitment Monitoring Form continued

### Gender

Male

Female

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?      Yes       No

If yes, please give details:

Are you registered?      Yes       No

### Marital Status

Married

Single

Other

### Media

Please state where you saw this post advertised