



NANCY DARCY HAIRDRESSING CAREER APPLICATION FORM

Position Applied For:

Surname:

First Name(s):

Personal Details & Referees

Home Address:

Contact Number(s)

Home:

Work:

Post Code:

Mobile:

References: Please give the names of 2 independent referees from whom we will seek information regarding your suitability for the job. One of the referees must be your current or most recent employer.

Name:

Name:

Occupation:

Occupation:

Address:

Address:

Post Code:

Post Code:

Tel No:

Tel No:

Email address:

Email address:

Can we contact prior to interview?

Y / N

Can we contact prior to interview?

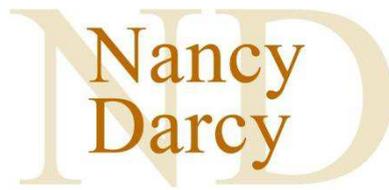
Y / N

Declaration

I declare that the information on this application form is full, accurate and complete and I understand that if I provide false information or fail to provide full, complete and accurate information, this may lead to a decision that my application cannot be considered any further, the withdrawal or offer of appointment, or by my dismissal without notice, if I have been appointed.

Signed:

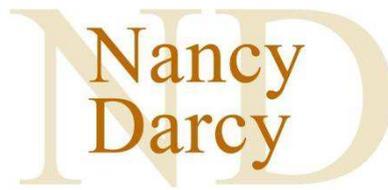
Date:



| Qualifications and Training | | |
|------------------------------------|---|---------------|
| Qualification obtained | Type and level (e.g. GCSE, A Level, Degree etc) | Date Obtained |
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| Non Qualification Courses and further Training | |
|---|---|
| Qualification obtained | Type and level (e.g. GCSE, A Level, Degree etc) |
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|---|
| Are you a member of any Professional Body? (please give details) |
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Driving and Mobility

Do you have a current driving licence?

Y / N

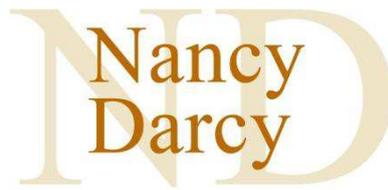
The Job and You

Please provide a detailed summary as to why you think this job is suitable for you. Include your relevant skills and qualifications, as well as a thorough description of what you aim to get out of this position, and what you could bring to the Nancy Darcy team.

Data Protection Information

If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Equal opportunities Monitoring Information Form will be used for those Purposes stated only and will be retained in an anonymous form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.



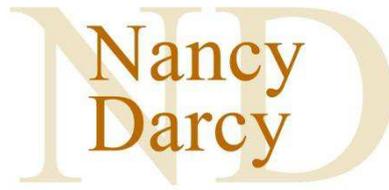
Please return your completed form to:
Nancy Darcy Hairdressing
91 High Street Skelton
TS12 2DY
Or by E-mail to
nancydarcyhairdressing@hotmail.com

Recruitment Monitoring Form

| | |
|--------------------------|---------------|
| Full Name: | Date of birth |
| Title: | Age: |
| Gender: Male Female | |

| Ethnic Origin (please indicate your ethnic origin) | |
|---|---|
| Asian or Asian British Indian Pakistani Bangladeshi | Black or Black British Caribbean African Any other Black background |
| Mixed background White and black Caribbean White and Black African White and Asian Any Other mixed back ground | White British Irish Other |
| Chinese | Other ethnic group Please state |

| |
|-------------------|
| Disability |
|-------------------|



The Disability Discrimination Act 1995 defines a disabled person as a person with:
“A physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities”

We would therefore be grateful if you would indicate below if you consider yourself to have a disability that you wish Nancy Darcy to know about.

Do you consider yourself to have a disability?

Do you have any specific requirements for interview or testing that you wish us to know about? Please give details.

Please state where you saw this job advertised

Please ensure you return this form with your completed application form

**General Issues**

- ✓ CVs alone are not acceptable. You must complete the application form.
- ✓ Make sure all sections are completed clearly and as fully as possible.
- ✓ If you run out of space you may use additional pages.
- ✓ Make sure your application form is returned by the closing date.
- ✓ Keep a copy of your application, it will be useful to refer to for preparation if you are called for an interview.

Personal Details and Referees

Please complete this section fully and clearly. This is important contact information.

Referees must be able to produce information about your suitability for your post. References provided by relatives, friends or people with whom you live are not acceptable.

You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your Head Teacher or Tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as referee.

If you are shortlisted, contact will be made with the referees you supply on the application form. If, However, we should not contact a referee prior to interview, please say so on the application form.

Job/Career History

Please state your current or last employers name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

In the previous jobs section please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been paid in work.

Qualifications and Training

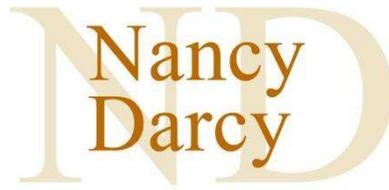
List the qualifications you possess indicating grades.

List any formal, informal or on the job training you have received which you consider relevant to the vacancy.

The Job and You

This is your opportunity to tell us why you are suitable for the job.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process.



It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as referee.

Please do not forget to sign your application form.

Equal Opportunities and Monitoring

All individuals can expect to receive equal access to employment, promotion and training. This policy is based on the recognition that we live in a diverse society in which everyone has individual abilities and needs.

We ask you to assist us in monitoring our policies and practices by completing the recruitment monitoring form.