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**Candidate No** …………..

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| **APPLICATION FORM** | |
| **PLEASE COMPLETE AND RETURN TO:**  **Sarah Hyslop**  **NBN Trust**  **Broadway Business Centre**  **32a Stoney Street**  **Lace Market**  **Nottingham**  **NG1 1LL**  Or email to: support@nbn.org.uk | **APPLICATION FOR THE POST OF**:  Office Administrator |
| **CLOSING DATE**: Friday 1st December, noon.  **Please tick if you would like an email acknowledging your application \_\_\_\_\_\_** |
| **NOTES:**  \* REFER TO THE GUIDANCE NOTES ON HOW TO COMPLETE THIS FORM \* COMPLETE IN BLACK PEN OR TYPESCRIPT FOR COPYING PURPOSES  \* DO NOT ATTACH A CV AS IT WILL NOT BE CONSIDERED \* ANSWER ALL QUESTIONS | |

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| **1. PERSONAL DETAILS** | | | |
| **SURNAME** |  | INITIALS |  |
| **ADDRESS** |  | **Tel DAYTIME** |  |
|  |  |  |  |
|  |  | **Tel HOME** |  |
|  |  |  |  |
|  |  | E-MAIL |  |
|  |  |  |  |
| **POSTCODE** |  |  | |
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| **2. PRESENT OR MOST RECENT EMPLOYMENT** | | |
| **EMPLOYER’S NAME AND ADDRESS**   |  | | --- | |  | |  | |  | |  | |  | | **POST HELD** | |
| **DATES OF COMMENCEMENT AND LEAVING** | |
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| **PERIOD OF NOTICE REQUIRED** | |
| Please give a brief description of the duties and responsibilities you carry/carried out: | | |

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| **3. PREVIOUS EMPLOYMENT** | | | |
| **DATES** | EMPLOYER NAME AND ADDRESS | **POSITION** | |
|  |  |  | |
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| **4. TRAINING UNDERTAKEN/RELEVANT QUALIFICATIONS** | | | |
| Please give details of any relevant courses you have taken or qualifications you have gained, including specialist in-house training, short courses etc. Please also give details of the awarding body and dates of study/qualification. | | | |
| **DESCRIPTION OF COURSE AND DETAILS OF AWARDING BODY** | | | **DATES** |
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| **5. CRIMINAL RECORD** |
| **PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER 1975 AND/OR (NORTHERN IRELAND) 1979.** |
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| **6. REFERENCES** |
| Please give details of two people, not related to you, who may be approached for references as to your suitability for the post.  The first should be your present employer or your last employer if not currently employed. The second should be someone who is able to comment on your work abilities.   |  |  |  |  | | --- | --- | --- | --- | | **(1) NAME:** |  | **(2) NAME:** |  | | **POSITION:** |  | **POSITION:** |  | | **ADDRESS:** |  | **ADDRESS:** |  | |  |  |  |  | |  |  |  |  | | **POSTCODE:** |  | **POSTCODE:** |  | | **TELEPHONE:** |  | **TELEPHONE:** |  | | **E-MAIL:** |  | **E-MAIL:** |  |   **MAY WE CONTACT YOUR REFERENCES BEFORE YOUR INTERVIEW? 1. YES NO**    **2. YES NO** |

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| **7. ADDITIONAL INFORMATION** | |
| Before completing this section, please read the enclosed **person specification** and **guidance notes** carefully. Use the requirements listed in the person specification as headings (eg Area A; Experience: Area B; Knowledge: Area C; Skills: Area D; Personal Qualities) and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. **Continue on back page and attach one additional sheet if necessary.** | |
| PRINTED ON RECYCLED PAPER |

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| **I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**  SIGNATURE ……………………………………………………… DATE ……………………………………….. |

For monitoring purposes only – please tell us where you saw this post advertised.