



Application Form

Information provided in this application will be controlled under the Data Protection legislation and will be treated with the strictest of confidence and used solely for recruitment purposes.

Position applied:	Job Ref No:	Part time/ Full time
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Personal Details

Mr/Mrs/Miss/Ms	Forename(s):	Surname:
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Address:

Postcode:	Email:
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Home telephone number:	Mobile telephone number:
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Work telephone number:	May we contact you at work?
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National Insurance Number:	Do you require a permit to work in the UK?	<input type="checkbox"/>
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If yes, are there any restrictions regarding maximum hours able to work?	<input type="checkbox"/>
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Do you hold a full driving license?	<input type="checkbox"/>	Do you own, or have access to a car?	<input type="checkbox"/>
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Are you related to, or do you know a member or senior officer of this Association? If so, please give details.

Employment history: Most recent employment

Name and address of current or most recent employer:	Position held:
	Present salary:
	Date appointed:

Brief description of main duties:

Notice required:	Reason for leaving:
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Previous Employment - please give details of full employment from school to present and reasons for any gaps during that time. (Please continue on separate page if necessary).

Date from/to e.g. 06/13-10/18	Name and address of employer	Brief description of responsibilities	Reason for leaving/gaps

Training

Professional training/Qualification	Date awarded	Awarding institution

Education

School/College/ University	Date from/to	Subject and qualification

Further information: Please provide further information in support of your application. (Please tell us your experience/reasons why you have applied for the position)

Matching Staff: At New Prospects we try hard to get the best 'match' between people we support and their staff. Please use the boxes below to tell us a little about who you are and what you like doing to make this matching process successful.

Who are you - What's your personality? (Describe yourself to us in a positive way e.g. I am calm, laid back, enthusiastic etc)

What are your hobbies, interests and passions? (What do you love doing, what do you care about?)

What are your gifts, skills and talents? (What do you offer as a person, what are you good at?)

Declaration

I confirm that the information I have given is accurate and will be used to support my DBS application. I understand that any false information could lead to termination of my contract, if appointed. I consent to the information being stored and used by New Prospects Association to obtain a DBS disclosure in order to assess my suitability for the role I have applied for. This information and or/other referee information may be used to contact places I have worked after a verbal offer of work has been made. I understand that giving false information may lead to any job offer being withdrawn, or to formal action up to and including termination of my employment.

Signed:

Date:

I consent to my information being held within New Prospects Association database to be used for marketing purposes. This includes occasional emails, SMS notifications and job adverts

Signed:

Date:

Email to: reception@new-prospects.org

Return to: New Prospects Association Limited, 38-42 South Parade, Whitley Bay, NE26 2RQ

REHABILITATION OF OFFENDERS ACT 1974 – Disclosure of Previous Convictions

The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. You must tell us about any convictions you may have, even if they are considered to be ‘spent’ under this act.

Any offer of employment will be subject to a criminal record check from the Criminal Records Bureau before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not affect your chances for the post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including the Association’s policies and National Care Standards.

Details of any previous convictions. If you have none please write NONE in the box below.

You must include: (a) nature of offence, (b) date committed, (c) any other relevant factors.
Details:

Post applied for: _____

Signed: _____

Print Name: _____

Date: _____

EQUAL OPPORTUNITY MONITORING

New Prospects Association Limited is committed to diversity and equality in all areas of our work. Monitoring recruitment helps us to identify areas of under representation as well as the effectiveness of different recruitment media. This information will be included in our personnel database to help us with the on-going monitoring of the diversity of our workforce and of the people who seek to work with us.

This information will be treated in the strictest confidence and will not be used as part of the recruitment and selection process. We would be grateful if you would complete the form in full although you are under no obligation to do so.

Position applied for _____

Where did you find out about this vacancy?

Would you describe yourself as:

Marital status:	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>
	Widowed	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Civil Partnership	<input type="checkbox"/>
	Other	<input type="checkbox"/>				

Age group:	18 – 29	<input type="checkbox"/>	30 – 39	<input type="checkbox"/>	40 – 49	<input type="checkbox"/>
	50 – 59	<input type="checkbox"/>	60 – 65	<input type="checkbox"/>	65+	<input type="checkbox"/>

Do you consider yourself to have a disability or long term health condition?

What is the effect or impact of your disability or health condition?

This information is needed so all disabled applicants who meet minimum criteria for this position are offered an interview.

What is your ethnic group?

White

British

Irish

Scottish

Welsh

Any other white background
(please specify)

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background
(please specify)

Asian or Asian British
Indian
Pakistani
Bangladeshi
Any other Asian background
(please specify)

Black or Black British
Caribbean
African
Any other black background
(please specify)

Chinese
Any other Chinese background
(Please specify)

Any other background
(please specify)

What is your sexual orientation?

Please tick the box that best describes you:

Bisexual Lesbian Gay man Heterosexual

Prefer not to say

What is your religion or belief?

Please tick the box that best describes you:

Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jew	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other Religion or Belief (please state)	<input type="checkbox"/>
No Religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

I consent to the information provided above being recorded in a personnel database in accordance with the requirements of the Data Protection Act 1998.

Name: _____ (please print)

Signed: _____ Date _____