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| **APPLICATION FOR EMPLOYMENT** | | | NCBA LOGO Colour | |
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| **PRIVATE AND CONFIDENTIAL**  **Return this form to: Paula Hately**  Reiver House, Staithes Lane, Morpeth. NE61 1TD  E Mail: paula.hately@ncba.org.uk  **POSITION APPLIED FOR: Development Officer** | | | | |
| **Surname** | | **Forename(s)** | | **Title** |
| **Address:**      **Postcode Telephone** **number:** | | | | |
| **NI No:** | **Email:** | | | |
| **Current driving licence? Yes/No**  **Groups: Expiry Date:** | **Details of**  **endorsements** | | | |
| **Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)** | | | | |

**EDUCATION HISTORY**

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| **Schools Qualifications gained** |
| **Colleges/Universities Qualifications gained**  **Please return copies of certificates along with your application form** |
| **Other training/education**  **Please return copies of certificates along with your application form** |

OTHER EMPLOYMENT

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| Please note any other employment you would continue with if you were to be successful in obtaining this position. |

**EMPLOYMENT HISTORY (Please complete in full, use a separate sheet if necessary)**

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| **NAME AND ADDRESS**  **OF EMPLOYER** | **JOB TITLE AND SUMMARY OF DUTIES** | **START/FINISH DATES & SALARY** | **REASON FOR LEAVING** |
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| **Notice required in current post:** | | | |

**REFERENCES**

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| Please note here the names and addresses of two persons from whom the company may obtain work experience references. Please indicate if you **do not** wish references to be obtained prior to interview by ticking here | |
| **1.** | **2.** |
| **Relationship:**  **May be contact prior to interview:** Yes/No | **Relationship:**  **May be contact prior to interview:** Yes/No |

**LEISURE**

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| Please note here your leisure interests, sports and hobbies, other pastimes etc. |

**CRIMINAL RECORD**

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| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service (DBS). |

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| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). Continue on a separate sheet if required. |

**GENERAL COMMENTS**

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| Please specify any special arrangements you will need to attend an interview. |

**DECLARATION (Please read this carefully before signing this application)**

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| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.   3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service (DBS) for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  Signed: ………………………………………………….. Date: ………………………………………..  **I** |