# Introduction

Our staff play a vital role in providing excellent services to the people of the North West. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please carefully read the job description and person specification before completing this form.

Please ensure that you complete ALL sections.

Your application will be treated in the strictest confidence.

# General Information

|  |  |  |
| --- | --- | --- |
| Title |  | First Name |
|  |  |  |
|  |  |  |
| Surname |  | Preferred Contact Number |
|  |  |  |
|  |  |  |
| Address (including postcode) |  | Alternative Contact Number (optional) |
|  |  |  |
|  |  |
|  | Email |
|  |  |
|  |  |
|  |  |
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|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? |  |  |
|[ ]  Yes |  |[ ]  No |

If appointed, you will be required to produce documentary evidence of your eligibility to work in the UK

|  |
| --- |
| Do you have any relationship to any Member or Senior Employee of the Authority? |
|[ ]  Yes |  |[ ]  No |

If yes, please give brief details:

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| --- | --- | --- |
| Do you hold a current UK driving licence? |  |  |
|[ ]  Yes |  |[ ]  No |
| Do you have any current endorsements? |  |  |
|[ ]  Yes |  |[ ]  No |

If yes, please give brief details:

|  |
| --- |
|  |

Where did you see this post advertised?

|  |
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|  |

# Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to NWIFCA’s satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau. For all other posts, only unspent cautions or convictions need to be disclosed.

Details of any unspent (and spent if role is ROA exempt) cautions or convictions

|  |
| --- |
|  |

# Present or Most Recent Employment

|  |  |  |
| --- | --- | --- |
| Position Held |  | Salary |
|  |  |  |
|  |  |  |
| Name and Address of Employer |  | Start Date |
|  |  |  |
|  |  |
|  | Date of leaving (if applicable) |
|  |  |
|  |  |
|  | Notice Period |
|  |  |

Main duties and responsibilities:

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# Previous Employment

You must explain any gaps in your job history. **Please give details of all employment.** Add more cells to the table if necessary.

| Name of Employer | Start Date | End Date | Position Held and Brief Description of Responsibilities |
| --- | --- | --- | --- |
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# Qualifications

Please provide your full academic qualifications from GCSE onwards and any other training relevant to the role.

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| --- | --- | --- | --- |
| School/College/University/Training Body  | Start Date | End Date | Qualification(s) and Grade(s) |
|  |  |  |  |

# Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

## Referee 1

|  |  |  |
| --- | --- | --- |
| Name |  | Relationship to you |
|  |  |  |
|  |  |  |
| Contact Address |  | Contact Number |
|  |  |  |
|  |  |  |
|  |  | Email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| May we contact prior to interview? |  |  |
|[ ]  Yes |  |[ ]  No |

## Referee 2

|  |  |  |
| --- | --- | --- |
| Name |  | Relationship to you |
|  |  |  |
|  |  |  |
| Contact Address |  | Contact Number |
|  |  |  |
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|  |  | Email |
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|  |  |  |
| May we contact prior to interview? |  |  |
|[ ]  Yes |  |[ ]  No |

# Personal Statement

Question 1

|  |
| --- |
| Please give your reasons for applying for this role and your suitability |

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |
|  |  |  |