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| 1. Post applied for |
| Data Administrator |

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| Note |
| The Naval Children’s Charity is the only charity dedicated to providing help and support to children from the Naval Service. [www.navalchildrenscharity.org.uk](http://www.navalchildrenscharity.org.uk)  Your application should be sent by email to [ceo@navalchildrenscharity.org.uk](mailto:ceo@navalchildrenscharity.org.uk) or hard copy to: Clare Scherer, CEO, Naval Children’s Charity, 311 Twyford Avenue, Stamshaw, Portsmouth PO2 8RN |

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| 1. Personal details |

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| Title |  | Forename(s) |  |
| Surname |  |  |  |
| Home Address |  | Home Telephone No |  |
|  | Mobile No |  |
|  | Email |  |

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| For office use only: |
| Application number: |

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| 1. Educational qualifications |
| Please provide details of relevant educational qualifications (including degrees, professional qualifications) in date order, with the most recent first. If applying by hard copy please use a continuation sheet if necessary. |
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| 1. Other training and qualifications |
| Please include any other training or qualifications relevant to this post, in date order, with the most recent first. If applying by hard copy please use a continuation sheet if necessary. |
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| 1. Employment history | | | | | |
| Please include information on your current and previous employment. Please explain any material gaps in your employment history. If applying by hard copy please use a continuation sheet if necessary. | | | | | |
| Current/last employer | |  | Start date | |  |
| Job Title | |  | Finish date | |  |
| Main duties and responsibilities | | | | | |
|  | | | | | |
| Previous employer | |  | Start date | |  |
| Job title | |  | Finish date | |  |
| Main duties and responsibilities | | | | | |
|  | | | | | |
| Previous posts | | | | | |
| Employer |  | | | From |  |
| Job Title |  | | | To |  |
| Employer |  | | | From |  |
| Job Title |  | | | To |  |
| Employer |  | | | From |  |
| Job Title |  | | | To |  |
| Employer |  | | | From |  |
| Job Title |  | | | To |  |
| Employer |  | | | From |  |
| Job Title |  | | | To |  |

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| 1. Other skills and accomplishments |
| Please provide details of other skills, awards, interests or accomplishments relevant to your application. If applying by hard copy please use a continuation sheet if necessary. |
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| 1. Why have you applied for this job? |
| Why do you believe you are the right person for this role? What skills and gifts do you have that make you suitable for this position? Please respond to the specific points of the job description and the required experience/skills/attributes. If applying by hard copy please use a continuation sheet if necessary. |
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| 1. Other information (Select Yes or No) |

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| What is the notice required in your present post? |  | | | |
| Is your present post your sole regular employment? | ☐ | yes | ☐ | no |
| Are there any restrictions on your right to work in the UK? | ☐ | yes | ☐ | no |
| If yes, please state restrictions and the expiry date of any permissions |  | | | |
| Where did you see the advertisement for the post? |  | | | |
| Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability? | ☐ | yes | ☐ | no |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010 |  | | | |

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| 1. References | |
| Please give the details of two referees. One should be your current or most recent employer. References are only taken up after an offer of employment is made. | |
| Name | Name |
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| Address (inc business details) | Address (inc business details) |
|  |  |
| Telephone No | Telephone No |
|  |  |
| Email address | Email address |
|  |  |
| Time known and relationship to you e.g. Employer/former employer | Time known and relationship to you e.g. Employer/former employer |
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| 1. Notes, Data Protection and Declaration |
| **Notes**  The Naval Children’s Charity reserves the right at any time to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you are giving your agreement for such checks to be undertaken and confirming that you will co-operate with any such investigations.  The information provided on this form will be treated as confidential and used for recruitment purposes. Where the application is successful, we may, from time to time thereafter, process this information (as updated periodically) for personnel administration and business purposes. Where this happens, processing, whether by means of a computer or otherwise, will take place in accordance with the terms of the Data Protection Act. By signing this form you will be providing us with your consent to these uses.  **Data Protection**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  **Declaration**  I declare that, to the best of my knowledge and belief, all particulars and information I have given are complete and true.  I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and/or render me liable to dismissal.  I understand that any job offer is subject to satisfactory references.  Signed:  Date: |