



Application for Employment

The Naval Children's Charity is the only charity dedicated to providing help and support to children and young people whose parents/guardians serve or have served in the Naval Service.

www.navalchildrenscharity.org.uk

CONFIDENTIAL

Please complete all sections of the form and return to sara.smith@navalchildrenscharity.org.uk. If you have any problems completing or returning the form electronically, please do not hesitate to contact us by emailing or calling 023 9263 9534.

1. Post applied for

2. Personal details			
Title		Forename(s)	
Surname		How do you wish to be addressed?	
Home Address (including postcode)		Home Telephone No	
		Mobile No	
		Email	

Application for Employment

3. 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. Shortlisted candidates will be required to produce original certificates for verification of qualifications.

Date (s)	Institution and Awarding body	Subject(s) studied	Full-time or Part-time	Qualifications & grade/class of degree obtained

4. Training

Please include any other training relevant to this post, in date order, with the most recent first. If applying by hard copy please use a continuation sheet if necessary. Shortlisted candidates will be required to produce original certificates for verification of qualifications.

Date (s)	Training undertaken	Qualifications gained (if applicable)



Application for Employment

5. Current or most recent employment

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/most recent employer		Start date	
Job Title		Finish date	
Present grade and salary			
Reasons for leaving:			
Main duties and responsibilities			

6. Work history

Please give details of any paid employment you have held, beginning with the most recent and accounting for any gaps.

Previous employer		Start date	
Job title		Finish date	
Reasons for leaving			
Main duties and responsibilities			



Application for Employment

Previous employer		Start date	
Job title		Finish date	
Reasons for leaving			
Main duties and responsibilities			

Previous employer		Start date	
Job title		Finish date	
Reasons for leaving			
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Application for Employment

7. Other skills and accomplishments

Please provide details of other skills, awards, interests or accomplishments relevant to your application such as those gained through unpaid work/experience. If applying by hard copy please use a continuation sheet if necessary.

8. Why have you applied for this role?

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.

Application for Employment

9. Other information		
What is the notice required in your present post?		
Is your present post your sole regular employment?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there any restrictions on your right to work in the UK?	<input type="checkbox"/> yes	<input type="checkbox"/> 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 on account of a disability?	<input type="checkbox"/> yes	<input type="checkbox"/> 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 and thus meet our obligations under the Equality Act 2010		

Application for Employment

10. 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
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



Application for Employment

II. 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. All information held in this application will be held and processed for the sole purpose of recruitment and retained for a period of six months from the interview date.

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: