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| Post applied for |

PERSONAL DETAILS

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| --- | --- | --- | --- | --- |
| Surname: | | First name(s): | | |
| Former or changed name(s): | | | | |
| Date of Birth: | | | Current Address: | |
| National Insurance Number: | | |
| Home Tel: | | |
| Work Tel: | | |
| Email: | | | | Post Code: |
| Do you consider yourself to have a disability? | | | | Yes / No |
| Please tell us about any reasonable adjustment you need to help you with your employment application, and |  | | | |
| Please tell us about any reasonable adjustment you need to help you do the job for which you are applying. |  | | | |

RELATIONSHIPS & CANVASSING

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| Please declare below any family or close relationship with an existing employee or board member.  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How known to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS |

CRIMINAL RECORDS

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| If the role that you are applying for requires a DBS check, we will state this in the advert. Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant. If you have a criminal record, please declare this below:  Nature of criminal record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of conviction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SIGNED**……………………………………………………………………..……… **DATE**…………………….…… |

REFERENCES

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| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. References from friends or purely social acquaintances are unacceptable. |

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| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

DECLARATIONS

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|  | I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the General Data Protection Regulations 2018 for Advance Northumberland to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  **NB - If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.** |

**Please complete this form and attach to your Curriculum Vitae. All applications should be forwarded to** [**workforus@advancenorthumberland.co.uk**](mailto:workforus@advancenorthumberland.co.uk)

**ACTION FOR EQUALITY**

Advance Northumberland aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age or any other factor unrelated to the requirements of the job and which are not restricted by legislation.