**Any information on the first and last page will be removed before shortlisting**

**Post applied for:**

Family Name: First Name:

Address:

E-mail address:

Telephone number: Daytime: Evening:

**Data Protection Act 1998**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the application form and Equal opportunities form can be stored and processed in accordance with NACCOM’s Data Protection policy.

Signature: Date:

**For NACCOM use only**

Candidate Reference Number:

It is important that you read the job description and person specification carefully before filling in the application form. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the person specification. To do this, you need to answer each point in the person specification fully by telling us about your relevant experience, skills, understanding and knowledge.

Please also use specific examples to demonstrate this. We cannot assume that you have any skills, abilities or experiences and therefore you must evidence your answer. Please note that examples from both the UK and from other countries are equally acceptable as are examples from a work or non-work setting.

**PLEASE LIMIT THE PERSONAL STATEMENT TO 2 SIDES OF A4 in font size 11. PLEASE DO NOT PDF the application**

**PERSONAL STATEMENT –**

**Experience, skills, understanding and knowledge**

Shortlisting for interview is based on this section. We therefore advise that this is the section of the application form you spend the most time preparing. You can increase the size of the boxes. (PLEASE LIMIT TO 2 SIDES OF A4)

**Please tell us about how you meet each point in the person specification**

**Employment and volunteering**

Please include brief details about any paid and voluntary work you have had, both in the UK and overseas. Any information you put in this section should be brief with the current/most recent post first. Please use relevant information from the jobs/voluntary work listed to answer the questions above in the ‘Experience, skills, understanding and knowledge’ section.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  | Name of employer | Job title | Main duties/ responsibilities |
|  |  |  |  |

**Education and training**

This section is for information only

|  |  |
| --- | --- |
| Dates  | Name of relevant qualification or training course (including those outside the UK) |
|  |  |

**References**

These details will be removed from your application before shortlisting

Please give the names, addresses and telephone numbers of two persons, both of whom where possible should be your present or most recent employers, whom we can contact for references. Non UK references are equally acceptable. If you cannot provide employment references, voluntary work references and character references are acceptable.

References will only be taken up following a successful interview. Any offer of employment will depend on receipt of satisfactory references.

1. 2.

Tel: Tel:

E-mail: E-mail

|  |
| --- |
| **Additional information****Immigration, Asylum and Nationality 2006 Act** If you are offered employment with NACCOM you must produce documents confirming your eligibility to work in the UK. It is an offence for NACCOM to employ you if you are not entitled to work in the UK. For more information please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)  |

**Equal opportunities monitoring**

NACCOM is committed to ensuring equality of opportunity in its recruitment and employment practices. To help us identify possible inequalities and barriers to employment, we would appreciate your cooperation by completing this form.

The information provided will not influence any part of the selection process and will not be shared with the interview panel. All information you disclose will be treated confidentially and will only be used for statistical and monitoring purposes. Should you choose not to provide details for the following questions, the success of your application will not be affected.

Please answer the following questions by ticking the appropriate box or writing in the space provided.

|  |
| --- |
|  |

1. Post you are applying for:
2. Are you Male or Female: **Male** ❏ **Female** ❏
3. Are you a refugee, a former refugee or asylum-seeker? **Yes** ❏ **No** ❏
4. What is your country of origin?
5. How would you describe your ethnic origin?

**White:**

White British ❏

Irish ❏

Any other White background, please specify:

**Asian:**

Asian British ❏

Indian ❏

Pakistani ❏

Bangladeshi ❏

S. East Asian ❏

Any other Asian, please specify:

**Black:**

Black British ❏

Caribbean ❏

African ❏

Any other Black background, please specify:

## Middle Eastern:

Middle Eastern ❏

Any other, please specify:

## Chinese or other ethnic group:

Chinese ❏

Any other, please specify:

**Mixed:**

White & Black Caribbean ❏

White & Black African ❏

White & Asian ❏

Any other mixed background, please specify:

1. Do you consider yourself to have a disability? **Yes** ❏**No** ❏

7. How did you find out about the vacancy?

1. Do you consider yourself to be: Heterosexual ❏ Bisexual ❏ Gay Man ❏ Lesbian/Gay Woman ❏ Do not wish to answer ❏