

**Personal details will be separated before shortlisting.**

**Please do not send your CV. We will ask for your CV if you are shortlisted for interview.**

**Please separately complete the anonymous Equality and Diversity monitoring form.**

**Post applied for:**

First Name: Second 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:

**References**

These details will also be removed from your application before shortlisting

Please give the names, addresses and telephone numbers of two persons, one 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.

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Tel: Tel:

E-mail: E-mail

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| **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)  |

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| **Demonstrating how you meet the person specification** It is important that you read the job description which includes the person specification carefully before completing the below. Those shortlisted 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. If you do not have experience please tell us how you understand or might address the point on the person specification. 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 use this space below to tell us how you meet the person specification (2 or 3 pages max):** |