



The NE Group
Application for Employment

Application for the post of _____

You should complete all sections of this form and use continuation pages if required clearly marked with the sections which they relate to. Please put your full name at the top of each continuation sheet. CV's will not be accepted as part of the application process.

If you have a disability and feel you may be unable to comply with any of the above please contact the Personnel Department.

Data Protection Act 1998

The information you provide in this application form will be entered into a manual filing system and as such are covered by the rules set out by the Data Protection Act 1998.

Personal details

Surname
Forename(s)
Address
Telephone number(s)

Qualification and Training

Please list all relevant qualifications including vocational and professional qualifications, short courses and in-house training. Continue on additional sheet if required.

Subject	Level	Date	Additional Information

Employment History

Continue on additional sheet if required

Employer and nature of business	Date From/To	Position held and description of duties	Reason for Leaving

Information in support of your application

Please provide any additional information of skills, training and experience that you feel may be relevant to the post. Continue on an additional sheet if required.

Please tell us why you have applied for this job and why you are the best person for the job. Continue on an additional sheet if required.

Have you ever been convicted of a criminal offence?
(Declaration subject to the Rehabilitation of offenders Act 1974)

Yes/No

If you have a disability please tell us about any adjustments we may need to make to assist you at interview _____

References

Please give details of two referees, one of whom must be your present or last employer. If you do not have a present or last employer then an academic establishment reference or that of a person who has known you for a considerable length of time (for at least 2 years) will be acceptable. No approach will be made to your present employer before an offer of employment has been made. *(For internal applications please provide details of your Line Manager only)*

Referee 1:

Name: _____
Address: _____

Telephone: _____
Relationship: _____

Referee 2:

Name: _____
Address: _____

Telephone: _____
Relationship: _____

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature: _____ Date: _____

