

The NP Group is committed to achieving a working environment which provides equality of opportunity, and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or offending background.

Please read instructions for completion of this form on the inside cover.

Application for the Position of:	
Where did you hear about the vacancy:	If you have been introduced by an existing member of staff, please state their name:

<u>PERSONAL DETAILS</u>		
Surname:	First Name:	Title:
Home address:	Telephone numbers which we may use to contact you	
Postcode:	work:	home:
Date of Birth:	E-mail address:	
Do you hold a current driving licence? <i>(if applicable to post)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid Right to Work Document?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Guernsey housing status (e.g. local, licence holder, open market, etc):		

General Application for Employment

Instructions for completion of this application form

Please read this section carefully before you start. *If you have any queries regarding the content or completion of the form, or if you are unsure of the meaning of something, please contact the Human Resources Department on tel: (01481 241729 or e-mail: laurar@np-group.com.*

- **Complete the form fully and accurately. Please answer the questions clearly using BLOCK CAPITALS. If a question does not apply to you write “Not Applicable”. Do not leave any section blank and only enter information you know to be correct.**
- If you have insufficient space please continue on a separate sheet and attach it to your form.
- Please remember to sign the declaration at the end of the form to certify that all the information given is correct.
- Information provided by you on this application form may be copied for use during the recruitment procedure. If you are unsuccessful and not offered an appointment then the application form and any other data that has been processed will be held in accordance with the principles of the data protection legislation. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.
- In this application form, we ask you to provide information about your health record and any proceedings against you for any offence committed or alleged to have been committed by you, including any sentence of any court. This is known as Sensitive Personal Data. Any Sensitive Personal Data provided by you on this form will be used by us solely for the recruitment and selection procedure.

We do not disclose your information outside the Group, except:

- Where we have your consent;
- Where we are permitted to do so by law.

Procedure Following Application

- We will acknowledge receipt of your application.
- Shortlisting will take place as soon as possible after the closing date.
- If you have been shortlisted we will contact you to arrange the interview.
- Applicants who are not shortlisted will be advised in writing.
- References for shortlisted applications are sought as soon as possible after interview, unless indicated to the contrary on the application form. All appointments are conditional upon receipt of satisfactory references.
- Applicants will be advised of the outcome of their application as soon as practicable after the interview.

<u>SECONDARY EDUCATION</u>			
Schools Attended	Dates Attended		Qualification/s, grade/s obtained <i>(Please indicate examinations to be taken/grades awaited)</i>
	From	To	

<u>FURTHER EDUCATION</u>			
Establishment Attended	Dates Attended		Qualification/s and grade/s obtained
	From	To	

<u>TRAINING AND DEVELOPMENT</u>	
<i>(Please include in-house training courses, technical, professional and specialist training together with qualifications obtained).</i>	
Courses Attended and Dates	Courses Attended and Dates

<u>PROFESSIONAL QUALIFICATIONS</u>			
Body/Organisation	Qualification	Date Attained	Membership No.

Should you be successful you may be asked to provide evidence of any relevant qualifications gained.

PRESENT OR MOST RECENT EMPLOYMENT

Employer Name:

Employer Address:

Dates of Employment: From: To:

Job Title:

Final Salary:

Notice Required:

Brief description of duties:

Reason for leaving:

PREVIOUS EMPLOYMENT

From	To	Employer	Post	Brief description of duties

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please use this section to state your **reasons for applying for this post**. Outline the **skills & experience** you have gained, either in paid work, unpaid /voluntary work, work at home, through your studies, through your leisure activities, which you think are **relevant** to the job for which you are applying, and which you believe makes you suitable for the post. Be sure to include relevant **achievements**.

REFERENCES

Please give details of two referees, one of whom should be your present or most recent employer or course tutor if currently a student.

1. Name: Address:	Telephone Number:
2. Name: Address:	Telephone Number:

Can references be taken up now with:

Your first referee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Your second referee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

All references will be destroyed at the end of the selection procedure.

CONFIDENTIAL PERSONAL INFORMATION

<p>Are you related to any member of staff at NP Group? If yes, Name: _____ Relationship: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you are invited to attend for interview, do you require any special facilities to allow you to do so? (i.e. access to and within the workplace) If yes, please give details:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Health Have you any health problems which might interfere with you carrying out any element of the job for which you are applying? If yes, please give details:</p> <p>Criminal Convictions Have you ever been convicted of an offence in the British Isles or any other jurisdiction that has not been legally spent under an appropriate Rehabilitation of Offenders Act? If Yes please give details?</p> <p>NB: Answering "yes" to the above questions may not automatically exclude you from employment with the company</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If employed, how many days sick leave have you had in the last 12 months?</p>	<p>_____days</p>
<p>Please add any other personal information you consider relevant to your application.</p>	

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I understand that any omission or falsification may be considered sufficient cause for rejection or, if employed, may render me liable for dismissal.

I give my consent for NP Group to record, process and validate my personal information and sensitive personal data in line with the Data Protection (Bailiwick of Guernsey) 2001 and all other legislative provisions. My consent is conditional upon NP Group complying with its legal duties and obligations relating to the recording and use of this information.

Signature of Applicant.....Date.....

Office use only

Important - This section is for the use of those responsible for selecting applicants for interview. Records of all unsuccessful applications should be kept for a period of 6 months from the date that an appointment decision is notified, together with brief notes, for monitoring purposes and as evidence should a claim of unlawful discrimination be made against the organisation.

Date application received:

Date application acknowledged:

Application Number:

1st Interview Date:

Name of Interviewer(s): _____

2nd Interview Date:

Name of Interviewer(s): _____

Applicant meets person specification criteria

Yes/No

Interview Notes: