



NATIONAL COUNCIL FOR CHILDREN APPLICATION FORM

Part One – Your personal details

Title (Dr. Mr,Mrs,Ms) Sex: Female Male

First name: Last Name:

Date of Birth: NIN:

Address:

Email Address:

Telephone:

Do you have a disability? Specify: Yes No

Part two – Your Language skills and Education

Please tell us about the languages you can speak and/or write:

Language	I can Speak this language	I can write in this language	My level of skills		
			Basic	Competent	Advanced
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please complete your education received below

School /Institute	Date attended from/to	Results /outcomes
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part Three – your work history

We would like to know about the work you have done in the past, as well as the periods you may have spent out of employment. Therefore, please list your **full** employment history here, including any periods when you were not working (along with an explanation of what you were doing). You may use extra sheets if you need more space.

Please start with your current or most recent employment and work backwards.

Name of employer	Position	Date of employment From/To	Reason for leaving

Part Four – Your experiences and suitability

Please give an account of relevant experiences, skills and knowledge you possess that makes you suitable for this post, (Please use additional sheets or provide an attached statement of interest)

Part Five: Your references

Please provide the details of **two** people we can write to for a reference. The first reference **must** be your current or most recent employer.

First referee

Referee's Name Position

Name of Organisation

Address

Phone Email

Date of employment to
month year month year

Second referee

Referee's Name Position

Name of Organisation

Address

Phone Email

Date of employment to
month year month year

Part Six: Your availability

It is really important to us that we know when you are available for work so please do your best to ensure that the information you provide in this section is correct.

What is the earliest date you could start work with us?

Do you have any holidays or other commitment already booked? Yes - please give dates below No

Part Seven – criminal record

Have you received any convictions, cautions, reprimands or final warnings?

Yes No

To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?

Yes No

If you answered 'yes' to either of the two previous questions, **please provide details:**

Please read the following statements carefully. If there is anything you do not understand, **please ask before you sign at the bottom of the page.**

I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- The NCC may make checks to verify the information I have provided;
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential.
- Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the NCC does use my personal information for statistical analysis, it will be anonymized;
- If my application is unsuccessful, the NCC will keep only basic information about me and destroy the rest.
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work
- Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of the suitability check.

Signed

Dated