 NavsconLimted@gmail.com

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| **Job application form** |

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| **Vacancy title:** |  |
| **Please tell us how you heard about this vacancy:** |  |

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| 1. **Personal details** |

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| --- | --- | --- | --- |
| **Last name:** |  | **First name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
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| --- | --- |
| **Postcode:** |  |

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| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | **Yes** |  | **No** |  |

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| **2. Preferred hours** |

Please tick

Full-time Part-time

**We like our employees to be able to work flexibly across the week and need to know when other commitments mean you could not be available to work:**

Please tick when you are unavailable:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

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| **3. Education/Qualifications** |

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| --- | --- | --- | --- |
| **School (11+)** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  |  |  |  |
| **College/University** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  |  |  |  |
| **Ongoing Professional Development** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
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| **Training and Development** | |
| Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application. |

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| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
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| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

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| **4. Employment history** |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| **Name of employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

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| --- | --- |
| **Position held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date started:** |  | **Leaving date:** |  |
| **Reason for leaving:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary on**  **leaving this post:** |  | **Contact name of line manager for reference** |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| **Name of employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

|  |  |
| --- | --- |
| **Position held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date started:** |  | **Leaving date:** |  |
| **Reason for leaving:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary on**  **leaving this post:** |  | **Contact name of line manager for reference** |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| **Name of employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

|  |  |
| --- | --- |
| **Position held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date started:** |  | **Leaving date:** |  |
| **Reason for leaving** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary on**  **leaving this post:** |  | **Contact name of line manager for reference** |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |
|  | |

Continue on separate sheet if necessary

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| 5. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. |
|  |
| Continue on a separate sheet if necessary |

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| **6. Convictions/ Disqualifications** |

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| A criminal record will not necessarily be a bar to obtaining a position at Navcon Limited. If a check is returned and reveals any information, this will be discussed with the applicant. | |
| Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Y/N \_\_\_\_\_  If you have answered yes, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below.  **Option 2**: You can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately\_\_\_\_\_ (Please mark with an X if appropriate.) |
| **7. Reasonable adjustments/Arrangements for interview** | |

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| **Please contact us if you need the application form in an alternative format including large print.** |

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are?

|  |
| --- |
|  |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

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|  |

**If appointed when could you start? Give period of notice if applicable**

|  |
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| **References** |

Please give the detail of **two** references – see guidance sheet for further information.

|  |  |
| --- | --- |
| **Name of referee and relationship to you:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |
|  | **Email:** **Tel:** |

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| --- | --- |
| **Name of referee and relationship to you:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |
|  | **Email:** **Tel:** |

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| **Declaration** |

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| **Statement to be signed by the applicant**  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I agree that Navscon Limited can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.**  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

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| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
|  |

**Guidance sheet**

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

* Please type or write clearly in black or blue ink.
* Ensure you clearly state the job title you are applying for.
* In the ‘Employment history’ section you must state why you have left a position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.