



EMPLOYMENT APPLICATION FORM

Development Officer

INSTRUCTIONS TO CANDIDATES:

Please complete each section as fully as possible in black ink, biro or type. Please do not send your Curriculum Vitae as short listing of candidates for interview will be made on the basis of your relevant qualities, experience, knowledge and skills as evidenced against the requirements listed in the Person Specification. **It is to these requirements that you should specifically address your application, particularly in section 7** of the Application Form.

The deadline for applications is **10am on Monday 16th April**. Interviews will be held on **Thursday 19th April**. Please return completed applications to: NDVS, Suite 206 Queens House, Queen Street, Barnstaple EX32 8HJ or email: admin@ndvs.org.uk

1 PERSONAL DETAILS

Family name

First name/s

Address

Post code

Telephone (home)

Telephone (work/other)

National Insurance number

Do you require a work permit to work in the UK? YES/NO

(You will need to show evidence of your right to work in the UK at the interview, e.g. in the form of a passport)

2 CURRENT AND PREVIOUS EMPLOYMENT (most recent first – continue on another sheet if necessary)

Name / Address of Employer	From-To	Post Title / brief duties
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3 EDUCATION (most recent first -please continue on another sheet if necessary)

Name of School / College / University	From -To	Qualifications
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Please explain any significant gaps in your employment or education history.

4 OTHER RELEVANT COURSES OR TRAINING

Course Title	From - To	Organised By
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5 EXPERIENCE AS A VOLUNTEER

Organisation placed with	From -To	Experience Gained
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6 OTHER RELEVANT ACTIVITIES / PERSONAL INTERESTS (please continue on another sheet if necessary)

7 PERSONAL QUALITIES, EXPERIENCE, KNOWLEDGE AND SKILLS
(please continue on another sheet if necessary)

Using the Job Description and Person Specification requirements for this post to guide you, outline the personal qualities, experience, knowledge and skills you would bring to this post, preferably in the order listed. Please state whether acquired through employment, voluntary or other aspects of your life and give dates/evidence where appropriate.

8 REFERENCES

Please give the names and addresses of two people who we can approach for a reference, one of whom should be indicated as your present or most recent employer.

Name

Name

Address

Address

Telephone

Telephone

In what capacity are they known to you?

Can we approach them for a reference prior to interview? YES / NO

10 PERSONAL DECLARATION

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. Any information later found to be false may result in dismissal.

Signed.....

Print Name.....

Date.....

EQUAL OPPORTUNITIES MONITORING FORM (CONFIDENTIAL)

As part of its Equal Opportunities Policy NDVS aims to ensure that no applicant receives less favourable treatment, for example because of their age, class, colour, ethnic, racial or national origins, religion, political beliefs, gender, sexual orientation, marital status, disability, caring commitments, illnesses such as Aids / HIV, mental ill health, unrelated criminal convictions or for any other unacceptable reasons.

In order to monitor the effectiveness of our recruitment practice your co-operation is appreciated in voluntarily providing the information requested below. It will NOT be used to shortlist candidates and this form will be separated from your application on receipt and its contents remain confidential. Should you not wish to complete it, this will in no way affect your application.

Please tick or fill in as appropriate.

GENDER

- Male
- Female

WHAT AGE CATEGORY DO YOU FIT INTO

- 16 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60 and over

ETHNIC GROUP / RACIAL ORIGINS

(please tick one category or fill out your own definition)

- White European
- White other (please specify)
- Black Caribbean
- Black African
- Black other (please specify)
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Own definition.....

DISABILITY

Do you consider yourself to have any form of disability?	YES / NO
Are you Registered Disabled?	YES / NO

CURRENT EMPLOYMENT STATUS

Are you currently:
employed / self employed / unemployed / student / parenting / other

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ADVERTISEMENT OF THIS POST

Where did you see this post advertised?.....

Thank you for your co-operation.