

# Application Form

*Private and Confidential*

Please complete the following either digitally, or in blue or black ink and continue on separate sheets if required. Please note that we do not accept CVs; applications will only be accepted if submitted on this form.



Please email all completed forms to  
[Hayley.Taylor@ndnd.org.uk](mailto:Hayley.Taylor@ndnd.org.uk)

**Name:**

**Post applying for:**

**Address:**

Please provide contact numbers, indicating if we may call you on this number:

**Daytime No.**   
**Evening No.**   
**Mobile No.**   
**Email address:**

Please provide details of your present or most recent employment (if unemployed, please state)

<b>Organisation</b>	<input type="text"/>
<b>Position</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Date of Appointment</b>	<input type="text"/>
<b>Main duties &amp; responsibilities</b>	<input type="text"/>
<b>Salary</b>	<input type="text"/>
<b>Notice Period</b>	<input type="text"/>

## Education

Please provide details of your education, starting with the most recent. This will include any formal qualifications or in-house training:

Name of Establishment	Qualifications Gained	Date Achieved

## Training and Professional Development

Please provide details of any professional training undertaken or membership of any professional bodies:

Details of Training Provider	Training Undertaken / Memberships	Dates

## Employment Experience

Please provide details of your employment experience, starting with the most recent:

Dates from / to	Name & Address of Employer	Position & brief description of responsibilities	Salary	Reason for Leaving

## Competencies and Experience

Using no more than 2 sides of A4, please demonstrate how you meet each requirement set out in the person specification.

**Further Information in Support of your Application.**

Please explain why you are applying for the post, what interests you in working for New Dawn New Day Ltd and describe any relevant additional skills and experience you will bring to the post. Also include a brief statement that reflects your personal values.

## Voluntary and Community Work Experience

Please use the space below to tell us about any voluntary work you have undertaken or about your involvement in voluntary and community groups:

Dates from / to	Name of Organisation	Details of work / activities / responsibilities

Please provide details below of the number of days sick taken from work over the past two years:

Have you ever been convicted of a criminal offence ? If "yes" please give details below

Yes

No

Are you related to a member of New Dawn New Day Ltd's Board of Directors / Trustees ? If "yes" please give details below

Yes

No

## References

Please give names, addresses, contact details and occupations of two people whom can be contacted for information relating to your work. One of your references must be from your most recent employer (if applicable)

### Referee One

**Name**

**Organisation**

**Position**

**Address**

**Relationship to Applicant**

**Contact Number**

**Email Address**


### Referee Two

**Name**

**Organisation**

**Position**

**Address**

**Relationship to Applicant**

**Contact Number**

**Email Address**


References may be taken up prior to interview. Can we contact your current employer if this is the case ?

Yes

No

### Declaration

I declare that the information detailed on this form is true and accurate to the best of my knowledge. By signing this form I acknowledge that this information can be treated as part of my subsequent contract of employment.

**Signed**

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**Print Name**  
**Date**






**Monitoring Form - *Private and Confidential***

New Dawn New Day Ltd Ltd is committed to promoting and ensuring equality of opportunity. To help us implement and monitor of commitment to equal opportunities in our recruitment processes, you are asked to provide the following details. We would like to stress that answering these questions is entirely optional and will not negatively affect your application.

Post applied for:

Where did you hear about this vacancy?

Please indicate your cultural origin:

<b>White</b>	White British	
	Irish	
	Other, please specify	
<b>Mixed</b>	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Other, please specify	
<b>Black or Black British</b>	Black Caribbean	
	Black African	
	Other, please specify	
<b>Asian or Asian British</b>	Indian	
	Pakistani	
	Bangladeshi	
	Other, please specify	
<b>Chinese or other ethnic group</b>	Chinese	
	Other please specify	

Do you consider yourself to have a disability?

 Yes

 No

Gender

 Female

 Male

Year of Birth

