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**GUIDANCE NOTES FOR COMPLETION**

**OF THE APPLICATION FORM**

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Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

SECTION 1: Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

SECTION 2: Personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

**Right to work in the UK**: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

SECTION 3: General Information

Tell us if you have any relation with Trustee or employee of NHB. Please indicate if you would like to share your job.

SECTION 4: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work-based exercise.

SECTION 5 & 6: Education/qualifications and Training

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job you are applying for.

SECTION 7 & 8: Membership and Past Employment & Experience

Please state your current membership with any organisation.

It is ESSENTIAL that you give full details of your past employments in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

SECTION 9: Present or Most Recent Employment

Please state your present employment and reason to leave.

SECTION 10: Ill Health Retirement / Dismissal

Please mention if you had any.

SECTION 11: References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. A thorough DBS check will be required when and where needed **free of charge**.

SECTION 12: Other relevant information in support of your application

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related the community work e.g. communication with ethnic people, organising workshop in the community etc. Give clear examples where you can in support of your application. Use extra sheet if you need.

SECTION 13: Data Protection Act 1998 / Confirmation of details

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

*We look forward to receiving your application.*