



## Application form

### Guidance notes

Please complete ALL sections of the application form. Applications will only be accepted if completed in full. Please complete in block capitals. You may wish to continue some of your answers on a separate sheet. Please make sure additional sheets have your name on and the section they relate to.

Position applied for \_\_\_\_\_ 40 HOUR ☐ 30 HOUR ☐ 20 HOUR ☐ AD-HOC ☐

**Personal Details:** Mr ☐ Mrs ☐ Miss ☐ Other ☐ **Former names** \_\_\_\_\_

**First name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Mobile Number** \_\_\_\_\_ **Email** \_\_\_\_\_

I am over the age of 18 **YES/NO** I hold a UK full driving licence **YES/NO** I have my own vehicle **YES/NO**

**How did you hear about us?** \_\_\_\_\_

**Do you have any friends/family currently employed by New Beginnings? If so please state their name and relationship to you** \_\_\_\_\_

### 1. Education, Qualifications and Relevant training

**2. Experience** *(if necessary, please continue on a separate sheet)*

### 3. Interests and hobbies

### 4. Employment History

| Present Employment | Dates | Reasons for leaving |
|--------------------|-------|---------------------|
|                    |       |                     |

| Description of Duties |
|-----------------------|
|                       |

**5. Previous Employment** *(If Necessary, please continue on separate sheet)*

[illegible]

## 6. Notice period

|                        |  |
|------------------------|--|
| Notice Period Required |  |
| Present Salary         |  |

## 7. Why are you applying for this post and what makes you suitable for this position?

## 8. Referees

By completing the following reference information, you are consenting to New Beginnings (NE) Ltd contacting the referees supplied, if you are successful at interview.

|                                                                       |                                                   |
|-----------------------------------------------------------------------|---------------------------------------------------|
| <b>First referee – Your most recent or present employer.</b>          |                                                   |
| Name of referee:                                                      | Company name:                                     |
| Position in company:                                                  | Company address:                                  |
| Personal email and telephone number:                                  | Company Email address and telephone number:       |
| <b>Second referee – A previous employer or a professional person.</b> |                                                   |
| Name of referee:                                                      | Is this person a previous employer YES/NO         |
| Email Address:                                                        | If yes, what is their position in the company     |
| Telephone Number:                                                     | If no, please state who is this person is to you: |

**9. Please confirm you have read the job description and are able to fulfil the role by agreeing to the statement below:**

|                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--|
| I have read and I understand the job description and I will be able to fulfil the role applied for |  |
|----------------------------------------------------------------------------------------------------|--|

*Please sign in the box above*

**10. Do you require a work permit?**

- ☐ NO  
☐ YES

If yes, Should you be invited to attend an interview, you will need to provide documentary evidence of your right to work in the UK in accordance with the immigration, Asylum and Nationality Act 2006.

**11. Enhanced DBS Certificate.**

New Beginnings (NE) Ltd is legally obligated to process a Disclosure & Barring Service (DBS) check before making appointments to relevant posts. These are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The DBS will reveal both spent and unspent convictions, cautions and bind overs. Any information given will be treated in confidence and handled in accordance with the DBS Code of Practice and Data Protection regulations.

**If Successful at interview, I understand that I will be required to apply for an enhanced DBS Disclosure**

**A) Are you registered on the DBS update service? YES/NO**

**B) Please tick the relevant box:**

- ☐ I have no criminal convictions, cautions or fines (including driving offences)  
☐ I have a criminal conviction, caution, driving offence or bind over and will discuss this/these if shortlisted for an interview.

**12. Disability discrimination Act 1995**

New Beginnings (NE) Ltd is an Equal Opportunities Employer. All applicants who have a disability and meet the minimum criteria for the job will be interviewed. All information will be treated confidentially.

If you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995 and have any specific requirements to assist you with an interview, please detail them below and we will try to make the necessary arrangements.

Please enclose details here:

### 13. Coronavirus Vaccinations

Have you had your coronavirus vaccines?

☐ YES

First dose given on \_\_\_\_\_

Second dose given on \_\_\_\_\_

☐ NO

If no, please can you briefly tell us why:

### 14. Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please read the following statements:**

If successful, I agree to New Beginnings NE Ltd keeping this application form on my personnel file.

☐ YES ☐ NO

If unsuccessful or not shortlisted on this occasion, I agree to New Beginnings NE Ltd keeping this application form on file for a period of six months.

☐ YES ☐ NO

#### Data Protection notice

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for legitimate reasons as permitted by law.

**Please return the completed application form to:**

**New Beginnings (N.E.) Ltd**  
**1 The Meadows,**  
**Fawdon,**  
**Newcastle upon Tyne**  
**NE3 3NA.**  
**Tel: 0191 2130444**  
**Fax: 0191 2840805**  
**Email: [info@nbneltd.co.uk](mailto:info@nbneltd.co.uk)**

