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| **Job Title Applying For:**  Team Leader  Assistant Team Leader | **Closing Date:**  Midnight, Sunday 12th May 2024 |

Please read all supporting information beforehand. Please complete the application form using black ink and make sure you show that you meet the requirements of the Job Description and Person Specification.

We do not encourage the submission of CVs; however, one continuation sheet may be appended as further information in support of your application. All information will be treated in the strictest of confidence.

**Personal Details**

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| --- | --- | --- |
| First Name: | Surname: |  |
| Address (including postcode): | Contact details:  Home Tel:  Work Tel:  Mobile:  Email: |  |

|  |  |
| --- | --- |
| National Insurance Number: | Please tick preferred contact method |

**Present / Last Employment**

|  |  |
| --- | --- |
| Company name: | Company address: |
| Position held: | Reason for leaving: |
| Date started: | Date left (if applicable): |
| Current/last salary or wage: | Length of notice required: |
| Outline of duties/responsibilities: | |

**Previous Employment, permanent and temporary (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s  name and address | Dates  From To | | Position held | Reason for leaving |
|  |  |  |  |  |

**Education and Qualifications (most recent first)**

You may be asked for original evidence of your qualifications and we reserve the right to approach any education provider to verify the qualifications stated.

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| Education and Qualification Details | Where obtained | Dates  From To | | Results/Grades obtained |
|  |  |  |  |  |

**Training and Development**

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| Details | Where obtained | Dates  From To | Results/Grades obtained |
|  |  |  |  |

**Membership of Professional Body**

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| --- | --- | --- |
| Date attained | Professional Body | Current membership status |
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**Other Information**

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| --- | --- |
| Do you hold a current UK full driving licence? | Yes  No |
| Do you own a car? | Yes  No |
| Do you have any criminal convictions, bind-over orders, cautions,  reprimands or warnings recorded against you? If yes, please list below: (declaration subject to the Rehabilitation of Offenders Act 1974). | Yes  No |
| Please indicate if you consent to information being processed and stored for the purpose of recruitment and selection at NYBEP Ltd. If you are successful and take up employment with us, the information will be used in the administration of your employment with us, including third parties responsible for the administration of our payroll and pension arrangements. | Yes  No |
| Any other comments? | |

**Information in Support of Application**

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| Use the space below to outline your reasons for applying for this position and to show you have the knowledge, experience and skills to do the job (as described in the Job Description and Person Specification). You may wish to include details of any voluntary work or leisure interests to support your application. |

**References**

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| Please give the names and addresses of two referees who know you well enough to comment on your suitability for the post. One of the referees must be your present or most recent employer, the other can be a former employer or someone who knows you well, but is not a relative.  References will be taken up when an offer of employment is made. Any offer of employment will be subject to satisfactory references being received. |

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|  | Reference 1 | Reference 2 |
| Capacity known:  Name:  Position held:  Address:  (inc postcode)  Email:  Telephone: |  |  |

**Declaration**

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| a) I can confirm that under the Immigration, Asylum and Nationality Act 2006 I am eligible to work in the United Kingdom.  b) I understand that if I am successful in my application, an enhanced Disclosure and Barring  Service (DBS) check will be undertaken on my background.  c) I confirm that to the best of my knowledge, the information I have provided on this application  form is true and correct. I understand that if appointed on the basis of providing misleading  or false information, I may be summarily dismissed. | |
| Signed: | Date: |
| Please return completed applications by post (marked Strictly Private & Confidential) to:  Brianna Bratley,  NYBEP Ltd,  IT Centre,  Innovation Way,  York,  YO10 5NP  or by email to: recruitment@nybep.org.uk | |