



STRICTLY PRIVATE AND CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

NP Group is committed to ensuring that job applicants are not subject to any form of unlawful discrimination, victimisation or harassment on the basis of race, gender, ethnic origin, disability, age, sexual orientation or other legally protected ground.

Please read instructions for completion of this form on the inside cover.

Application for the role of:	
Company:	
Where did you hear about the vacancy?	If you have been introduced by an existing employee, please state their name:

Personal Details		
Surname:	First Name:	Title:
Home address:		Contact number:
Date of Birth:	E-mail address:	
Do you hold a current driving licence? (If applicable to post)		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid Right to Work Document?		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Guernsey housing status (e.g., local, licence holder, open market, etc):		
What is your current notice period? (add n/a if not applicable)		
What are your salary requirements?		



General Application for Employment

Instructions for completion of this application form

Please read this section carefully before you start. If you have any queries regarding the content or completion of the form, require an alternative application method or are unsure of the meaning of something, please contact Human Resources on 01481 245801 or e-mail: people@np-group.com.

- **Complete the form fully and accurately. Please answer the questions clearly using BLOCK CAPITALS. If a question does not apply to you write "Not Applicable". Do not leave any section blank and only enter information you know to be correct.**
- If you have insufficient space, please continue a separate sheet, and attach it to your form.
- Please remember to sign the declaration at the end of the form to certify that all the information given is correct.
- Information provided by you on this application form may be copied for use during the recruitment procedure. If you are unsuccessful and not offered an appointment, then the application form and any other data that has been processed will be held in accordance with the principles of the data protection legislation. If you are the successful candidate, data will be used as part of the onboarding of your personal information.
- In this application form, we ask you to provide information about your health record and any proceedings against you for any offence committed or alleged to have been committed by you, including any sentence of any court. This is known as Sensitive Personal Data. Any Sensitive Personal Data provided by you on this form will be used by us solely for the recruitment and selection procedure.

We do not disclose your information outside the Group, except:

- Where we have your consent.
- Where we are permitted to do so by law.

Procedure Following Application

- We will acknowledge receipt of your application.
- Shortlisting will take place as soon as possible.
- If you have been shortlisted, we will contact you to arrange the interview.
- Applicants who are not shortlisted will be advised as soon as possible via email, phone call or letter.
- References for shortlisted applications are sought as soon as possible after interview, unless indicated to the contrary on the application form. All appointments are conditional upon receipt of satisfactory references.
- We request that successful candidates provide a copy of A Basic Disclosure (police check), which NP Group will reimburse.
- Applicants will be advised of the outcome of their application as soon as practicable after the interview.



Secondary Education			
Schools Attended	Dates Attended		Qualification/s, grade/s obtained (Please indicate examinations to be taken/grades awaited)
	From	To	

Further Education			
Establishment Attended	Dates Attended		Qualification/s and grade/s obtained
	From	To	

Training and Development	
Please include in-house training courses, technical, professional and specialist training together with qualifications obtained	
Courses Attended and Dates	Courses Attended and Dates

Professional Qualifications			
Should you be successful you may be asked to provide evidence of any relevant qualifications gained			
Body/Organisation	Qualification	Date Attained	Membership No.



Most recent employment:		
Employer Name:		
Employer Address:		
Dates of Employment:	From:	To:
Job Title:	Final Salary:	Notice Required:
Brief description of duties:		
Reason for leaving:		

Previous employment				
From	To	Employer	Post	Brief description of duties



Personal Statement

Please use this section to state your **reasons for applying for this post**. Outline the **skills & experience** you have gained, either in paid work, unpaid /voluntary work, work at home, through your studies, through your leisure activities, which you think are **relevant** to the job for which you are applying, and which you believe makes you suitable for the post. Be sure to include relevant **achievements**.

References

Please give details of two referees, one of whom should be your present or most recent employer or course tutor if currently a student.

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

Can references be taken up now with:

Your first referee?

Yes

No

Your second referee?

Yes

No



Confidential personal information	
<p>Are you related to any member of staff at NP Group? If yes,</p> <p>Name: _____</p> <p>Relationship: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you are invited to attend for interview, do you require any reasonable adjustments?</p> <p>If yes, please give details:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Health</p> <p>Have you any health problems which might interfere with you carrying out any element of the job for which you are applying?</p> <p>If yes, please give details:</p> <p>Criminal Convictions</p> <p>Have you ever been convicted of an offence in the British Isles or any other jurisdiction that has not been legally spent under an appropriate Rehabilitation of Offenders Act?</p> <p>If yes, please give details?</p> <p>NB: Answering “yes” to the above questions may not automatically exclude you from employment with the company</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please add any other personal information you consider relevant to your application.</p>	

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I understand that any omission or falsification may be considered sufficient cause for rejection or, if employed, may render me liable for dismissal.

I give my consent for NP Group to record, process and validate my personal information and sensitive personal data in line with Data Protection (Bailiwick of Guernsey) Law, 2017 and the Data Protection (Jersey) Law 2018 and all other legislative provisions. My consent is conditional upon NP Group complying with its legal duties and obligations relating to the recording and use of this information.

Signature of Applicant.....

Date.....

