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| **Application Form**  You should refer to the application pack before you complete this form in either your own handwriting or typed in BLACK INK only. Please continue on a separate sheet should you need to. |

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| **Post applied for** |  |
| **Location / Section** |  |
| **Reference number** |  |

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| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone (Private)** |  |
| **Telephone (Mobile)** |  |
| **Telephone (Business)** |  |
| **Email address** |  |

**NB – We will send all correspondence to you via email unless you advise us otherwise.**

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| **Details of employment**  Please provide (working backwards from the most recent) details of any full-time, part-time or casual employment you have had. | | | |
| **Name and address of employer** | **Job title** | **Dates of employment** | **Reasons for leaving** |
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| **Education / Professional / Vocational Qualifications**  You may be asked to provide evidence of your qualifications obtained. | | | | |
| **Secondary school / college / university / organising body** | **Dates**  **attended** | **Subject** | **Grade** | **Date qualification obtained** |
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| **Other relevant training courses completed** | |
| **Organising body and title** | **Brief description of course content and dates attended** |
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| **Other Activities**  Please give details for any voluntary service or recreational interests |
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| **Please provide the name and address of referees covering the past 5 consecutive years of employment history**  One referee should be your current or most recent employer or if you are a school/college leaver, a form tutor or teacher. References will be taken up for successful candidates after interview only. | | |
| **Dates of Employment** | **Name and**  **Position of Referee** | **Referee Contact Details –**  **Address, Telephone Number, Email** |
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| **Other Details** | |
| Please provide your National Insurance Number |  |
| What is the period of notice required to terminate your present employment? |  |
| Do you have a current driving licence?  If so please:   * state your driving licence number * state if it is a full or provisional licence |  |
| Are you, to the best of your knowledge, associated with any member of Norfolk or Suffolk Constabulary or the Norfolk or Suffolk Office of the Police and Crime Commissioner? If so, please give details. |  |
| Do you require a work permit to work in the UK?  If you already have a work permit, please state its expiry date. |  |
| **Under the Equality Act 2010 we are required to consider the provision of reasonable arrangements that may facilitate your application for this role. Please email** [internalandstaffrecruitment@norfolk.police.uk](mailto:internalandstaffrecruitment@norfolk.police.uk) **quoting the vacancy reference and advising if there are any specific requirements that you may have. We will consider whether these arrangements could be put in place.** | |

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| **Statement in support of your application**  You should ensure you demonstrate how you satisfy the requirements contained within the Person Specification sections of the Comprehensive Role Profile, preferably through examples of past experience and practice. | |
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| **Declaration**  I declare that the information I have provided is true and complete to the best of my knowledge and belief. | |
| **Name (block capitals)** |  |
| **Signed** |  |
| **Date** |  |

**Applications to be marked CONFIDENTIAL and returned to** [internalandstaffrecruitment@norfolk.police.uk](mailto:internalandstaffrecruitment@norfolk.police.uk) **as shown on the vacancy advert and Information for Applicants document.**

**The personal data supplied will be managed confidentially, securely and in accordance with data protection legislation.**