

Application for Employment



One North East, the Regional Development Agency for North East England, is responsible for creating a long-term, strong regional economy.

We will keep the information you provide on this application form private and confidential, and we will only use it for the purpose of recruiting and selecting new members of staff. If your application is successful, we may use this information from time to time for personnel administration and business management purposes. Where this is the case, the information will be processed in line with the Data Protection Acts 1984 and 1998. We may also contact other organisations to check the information that you have given us. By signing this form, you will be giving us your permission to use your information in these ways.

We try to give all candidates the best opportunity to present their qualities, skills and abilities through our recruitment and selection procedure.

Please note that we will not accept a separate CV.

This is to make sure that we compare all the applications we receive in the same way, using the same information.

If you require this application form in another format, for example in large print, on audio tape or in Braille, please call 0191 229 6666 or the Minicom on 0191 229 6672.

Candidate reference:
(for Human Resources use only)

Position applied for

Job reference number

How or where did you find out about this vacancy?

Personal details

Title (Mr, Mrs, Miss, Ms)

Surname

First name or names

Any other name you are known by

Address with postcode

Email

Mobile

Daytime phone Home phone

How would you prefer us to contact you?

Please tell us any dates you are not available for interview.

Are you currently eligible for employment in the UK? Yes No

Please list the documents you can provide to show that you are eligible to work in the UK. For example, your British passport, European Economic Area identity card, full birth certificate or travel document showing you are eligible to live and work in the UK.

Do you have any criminal convictions that are 'unspent'? Yes No

In accordance with the Rehabilitation of Offenders Act 1974, you need not declare any convictions that are considered 'spent'. Please give details of 'unspent' criminal convictions below.

Personal details (continued)

Do you have an armed service or public duties commitment (for example, are you a Justice of the Peace, councillor or magistrate)?
If 'Yes', please give details below.

Yes No

Guaranteed interview scheme

We are committed to employing and developing the careers of disabled people. To show our commitment, we use the disability symbol, which is awarded by the Employment Service. By using the symbol, we guarantee an interview to anyone with a disability whose application meets the essential conditions for the position.

We have a policy of equal opportunity for employment and development, and will not discriminate against anyone because of their disability. Under the Disability Discrimination Act (DDA) 1995, a person has a disability if he or she 'has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. Under the act, organisations must make 'reasonable adjustments' for employees with a disability.

If you need more guidance, please visit www.disability.gov.uk or the Equality and Human Rights Commission www.equalityhumanrights.com.

We welcome applications from disabled candidates and will do everything we can to make sure the selection process is fair.

Do you consider yourself disabled under the Disability Discrimination Act (DDA) 1995? If 'Yes', please say what your disability is.

Yes No

Please describe below any reasonable adjustments which you feel we should make to the recruitment process to help you apply for the job.

Please describe below any reasonable adjustments which you may feel we should make to the job itself, which would help you to carry out the job duties.

If we offer you an interview, you should tell the Human Resources Team Administrator about any specific needs you may have, so they can make any reasonable adjustments.

Diversity Monitoring

To make sure we achieve our aim to be 'an employer of choice' and our commitment to diversity, we welcome applications from all communities irrespective of race or ethnic origin, gender, disability, age, sexuality, marital status, religion or belief or caring responsibility.

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equal opportunities, we would appreciate it if you would complete this monitoring form. If you do not wish to complete any section of this form, please leave it blank.

We will record and process the information you provide in line with the Data Protection Acts 1984 & 1998.

Age in years: Sex: Female Male

To help us monitor this policy, and for that purpose only, please provide details of your sexuality.

Sexuality

Bisexual Gay man Gay woman Heterosexual Prefer not to say

Religious belief

Which of the following statements best describes you? *(Please tick one box only.)*

Christian Muslim Jewish Buddhist
Hindu Sikh None Prefer not to say

Other philosophical belief/religion – please give details

Ethnic origin

Which ethnic group do you most identify with? *(Please tick one box only.)*

White

British Scottish
English Welsh
Irish

Any other white background

Please give details

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Please give details

Thank you

Black

African Caribbean

Any other black background

Please give details

Asian

Bangladeshi Indian

Pakistani

Other Asian background

Please give details

Chinese

Chinese

Other Chinese background

Please give details

Candidate reference:
(for Human Resources use only)

You may use extra sheets if you need more space. Please make sure that the **job title** and **reference number** of the post which you are applying for are on the top of any extra sheets. **Please do not put your name on any extra sheets.**

Education and training

Summary of your qualifications

Further and higher education

Courses and qualifications gained

Membership of professional organisations

Name of professional organisation	Grade of membership

Candidate reference:
(for Human Resources use only)

Job-related training

Please give details of any long or short courses you have been on, qualifications or awards you have gained or continuous professional development which would support your application.

Employment history

Current or previous employer

Name

Address with postcode

Nature of business

Job title

Date you joined the organisation / /

Date you started your current position / /

Notice period required

Current salary or salary when you left £

Employment history (continued)

Main tasks and areas of responsibility

Please provide brief details about your work. Include details of your responsibilities and achievements. (Continue on a separate sheet of paper, if necessary.) Please attach a copy of your current job description if available.

If you are no longer employed, please give your reasons for leaving.

Please give details of your **relevant** employment history, starting with your most recent job first, and any other relevant positions you have held.

Employer's name	Type of business	Job title	Reason for leaving

Skills and abilities

We do not focus purely on the academic qualifications of candidates, but consider job knowledge, skills, abilities and personal qualities that a person has gained in their present and previous positions, voluntary work, work experience and holiday work to be equally important. When filling in this section of the application form please provide evidence of the skills, knowledge and experience you have gained in relation to the post you are applying for. Please pay particular attention to the 'recruitment specification list' on the job description.

Competencies

We have identified six competencies (qualities) which we believe are important to delivering our business effectively. Please see the guidance note in your recruitment pack. Please provide evidence of how you have shown these skills, either within a work or non-work environment.

References

All appointments depend on us receiving satisfactory references. Please provide details of two referees who we can contact. Your current or previous employer should be one. If you have just left school or college, please include an academic reference.

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Job title	<input type="text"/>	Job title	<input type="text"/>
Nature of your relationship	<input type="text"/>	Nature of your relationship	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

(We will only contact referees with your agreement.)

Personal declaration

I confirm that, as far as I know, all the details I have given are complete and true. I understand that if I give any false or misleading information, or do not give you any significant information, you may dismiss me if you have already given me the job.

I understand that any job offer depends on the supply of satisfactory references, evidence that I am eligible to work in the UK, and sight of original certificates of qualifications required for the post I am applying for, as detailed in my application.

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Once you have filled in this application form
you should return it by post or email to:

Human Resources Team
One North East
Stella House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

Email: recruitment@onenortheast.co.uk

Phone: 0191 229 6666

Fax: 0191 229 6232

Minicom: 0191 229 6672

Website: www.onenortheast.co.uk



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