**MACMILLAN HEALTH AND WELLBEING MANAGER AT THE NHCISC**

**APPLICATION FOR EMPLOYMENT**

**Personal information**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Address for communications:** |  |
| **Daytime telephone number:** |  |
| **Email address:** |  |
| **Do you have the right to take up employment in the UK?** | Yes / no |

**Education** (from secondary school):

|  |  |  |
| --- | --- | --- |
| **Dates** | **Education Establishment** | **Qualifications Gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Postgraduate education, study or other relevant professional qualifications**

| **Dates** | **Education Establishment** | **Qualifications Gained** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Work Experience**

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please start with your most recent position and work back in chronological order.

| **From** | **To** | **Name and address of employer** | **Job title, description of duties, responsibilities and reason for leaving.** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Please give details of, and provide an explanation for, any time when you were not working or in full-time employment** |
|  |

**Other information**

|  |
| --- |
| **Do you have any other training, qualifications or skills relevant to the post (e.g., knowledge of the charities sector, a full driving licence, computer literacy, etc.)?** |
|  |

|  |
| --- |
| **Please give details of any sports, hobbies or interests that you enjoy.** |
|  |

|  |
| --- |
| **Please use this space to say why you are interested in the post for which you have applied and provide any other information that may support your application – please use the Job Specification to answer how you meet the criteria required for this position.** |
|  |

**Please give names and contacts of two people willing to act as referees on your behalf. Both should be able to comment on your work experience. One must be your most recent employer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| **Name** |  | **Name** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
| **Tel number** |  | **Tel number** |  |
| **Email** |  | **Email** |  |

**May these referees be contacted prior to an offer of employment being made?**

Yes / No

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby consent to NHCISC processing the information supplied on this application form for the purposes of recruitment and selection.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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