

# Employment Application Form (NPH)



This application form can be filled in electronically via a computer or laptop. To do this the form needs to be downloaded and completed. Alternatively you can print a copy of the form and complete in writing. If you require help in completing this form please ring 01543 431495 and ask for The People Team.

Newlife is proud to be a “disability confident employer” and is committed to providing equal access and opportunity to all of its employees irrespective of age, gender, sexual orientation, race, religion or belief; or disability.

Please complete this application form fully as incomplete forms may not be reviewed. You may attach your CV as additional information in support of your application but not as an alternative to completing the form.

Newlife does not acknowledge receipt of applications; if no contact has been made within six weeks of applying applicants should assume they have been unsuccessful.

## Key Information

|   |  |   |  |
|---|--|---|--|
| Position Applied For  |  |   |  |
| Job Ref Number  |  |   |  |
| Title   | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) ..... |   |  |
| First Name  |  |   |  |
| Family Name   |  |   |  |
| House No. & Street  |  |   |  |
| Town  |  |   |  |
| County  |  | Postcode  |  |
| Contact Numbers<br>(please provide a number(s) that you can be easily reached on during the day or where we can leave a message)                                      |  | .....<br>.....  |  |
| Email Address   |  |   |  |
| How did you find out about this vacancy?  |  | <input type="checkbox"/> Newlife Website <input type="checkbox"/> Online Job Board <input type="checkbox"/> Job Centre<br><input type="checkbox"/> Poster in Newlife store           Other (please state) ..... |  |
| Have you ever worked or volunteered for Newlife before? If so please provide details:   |  |   |  |
| Do you have any friends or relatives currently employed by Newlife? If so, who?   |  |   |  |
| Are there any reasonable adjustments which you feel should be made to the recruitment process to assist your application?<br>If yes, what adjustments do you require? |  |   |  |

Newlife Centre, Hemlock Way,  
 Cannock, Staffordshire, WS11 7GF  
 Tel: 01543 468888 / 462777  
 Fax: 01543 505989  
 email: info@newlifecharity.co.uk

## Employment History

### Current Employment

|                                      |      |                              |    |
|--------------------------------------|------|------------------------------|----|
| Company                              |      |                              |    |
| Job Title                            |      |                              |    |
| Period of Employment                 | From |                              | To |
| Reasons for seeking other employment |      |                              |    |
| Key Responsibilities / Achievements  |      |                              |    |
| Period of Notice                     |      |                              |    |
| Current or Final Salary              |      | Salary Sought (if different) |    |

### Previous Employment

|                                      |      |  |    |
|--------------------------------------|------|--|----|
| 1. Company                           |      |  |    |
| Job Title                            |      |  |    |
| Period of Employment                 | From |  | To |
| Reasons for seeking other employment |      |  |    |
| Key Responsibilities / Achievements  |      |  |    |
| Finishing Salary                     |      |  |    |

### Previous Employment

|                                      |      |  |    |
|--------------------------------------|------|--|----|
| 2. Company                           |      |  |    |
| Job Title                            |      |  |    |
| Period of Employment                 | From |  | To |
| Reasons for seeking other employment |      |  |    |
| Key Responsibilities / Achievements  |      |  |    |
| Finishing Salary                     |      |  |    |

### Previous Employment

|                                      |      |  |    |
|--------------------------------------|------|--|----|
| 3. Company                           |      |  |    |
| Job Title                            |      |  |    |
| Period of Employment                 | From |  | To |
| Reasons for seeking other employment |      |  |    |
| Key Responsibilities / Achievements  |      |  |    |
| Finishing Salary                     |      |  |    |

## Education

Please begin with your most recent qualification.

| School / College / University | Qualification Obtained | Date Obtained |
|-------------------------------|------------------------|---------------|
|                               |                        |               |

## Professional Skills

Please state any training you have undertaken during employment.

| Professional Skills / Qualifications i.e First Aid | Awarding Body / Organisation | Date Obtained |
|--|------------------------------|---------------|
|  |                              |               |

## Skills and Interests

Please detail any specific skills and interests you may have that are relevant to the role you have applied for

### Free text space

### Other Particulars

|   |   |
|---|---|
| Do you have any unspent criminal convictions or outstanding proceedings in relation to a criminal offence?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| If yes, please provide details:   |   |
| (We reserve the right to carry out a police check where necessary)  |   |
| Do you have legal rights to work in the UK?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| (You will be required to provide proof of your eligibility to work in the UK if you are invited for interview)  |   |
| If offered the position, do you intend to continue working in any other capacity?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| If yes, please provide details:   |   |
| Having reviewed the Job Description, are there any reasonable adjustments which may need to be made to the job itself to enable you to carry out your daily duties? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| If yes, please provide details:   |   |

As a disability confident employer this information is needed so that all disabled applicants who meet the minimum criteria for this post are offered an interview.

## References

Please provide details of two references from two previous employers in the last five years, with reference 1 being your current or most recent employer. If this is not possible (because you have not been in previous employment or have worked for the same employer for more than five years) then please also provide details of a character reference from a professional person i.e. a person of standing in the community. If you are a school/college/university leaver please also provide details of your school/college/university as well as a character reference.

Two satisfactory references will be required and any offer of employment will be subject to these being received within eight weeks of employment commencing.

| Referee 1    |  |          |
|--------------|--|----------|
| Name         |  |          |
| Job Title    |  |          |
| Company Name |  |          |
| Email        |  |          |
| Address      |  |          |
| County       |  | Postcode |

| Referee 2    |  |          |
|--------------|--|----------|
| Name         |  |          |
| Job Title    |  |          |
| Company Name |  |          |
| Email        |  |          |
| Address      |  |          |
| County       |  | Postcode |

| Referee 3 (Character Reference) |  |          |
|---------------------------------|--|----------|
| Name                            |  |          |
| Job Title                       |  |          |
| Company Name                    |  |          |
| Email                           |  |          |
| Address                         |  |          |
| County                          |  | Postcode |

**Data Protection Act 1998**

The information you provide will be held in accordance with provisions of the Data Protection Act 1998, Newlife the Charity for Disabled Children are registered data controllers under the act.

| Declaration  |
|--|
| I confirm that the information given on this form is to the best of my knowledge, accurate and complete. I understand that any false statement may be sufficient for rejection of application or withdrawal of offer or if employed, dismissal where the circumstances warrant this. |
| Signature  |
| Date   |

| Returning your form  |
|--|
| Electronically – if you have completed your form electronically or wish to scan in your hand completed form please email to <a href="mailto:peopleteam@newlifecharity.co.uk">peopleteam@newlifecharity.co.uk</a> |
| By Post – if you wish to return your form by post, please address as follows:<br>FAO The People Team<br>Newlife<br>Newlife Centre<br>Hemlock Way<br>Cannock<br>WS11 7GF  |

## Retail Sales Posts Only

### Availability Information

Our Newlife stores open for long hours, with our biggest store, the Newlife SuperStore opening for around 75 hours per week. In order to maintain optimum staffing levels we need to understand the availability of candidates that are applying for our retail based roles. This is because we offer 'regular contracted' hours (those you work on a regular basis each week) but we also require 'extra contracted' hours. These are days/times where you are available on a regular basis to work additional hours to cover holidays and absences.

Our store opening hours are shown in the tables below. Referring to the job advert which shows the 'regular contracted' hours we are recruiting for and considering other days and time you could work outside of this, please tick next to the shifts where you are available.

Please note:

- 1) We only close four days per year (Easter Sunday, Christmas Day, Boxing Day and New Years Day).
- 2) With the exception of the above we open on all Bank Holidays and if these days fall on your normal contracted day to work, you will be required to work (unless you book annual leave in accordance with company policy).
- 3) The start/finish time of some shifts may vary to the opening hours shown so please consider this when applying e.g. some daytime shifts have a start time of 8am or 8.30am to help prepare the store for opening at 9.30am (please see the advert for the shifts you are applying for).

### Newlife SuperStore Daytime Shift

|           | Daytime Shift     | I could work this shift (please tick) |
|-----------|-------------------|---------------------------------------|
| Saturday  | 9.30am to 2.30pm  | <input type="checkbox"/>              |
| Sunday    | 10.30am to 4.30pm | <input type="checkbox"/>              |
| Monday    | 9.30am to 5.00pm  | <input type="checkbox"/>              |
| Tuesday   | 9.30am to 5.00pm  | <input type="checkbox"/>              |
| Wednesday | 9.30am to 5.00pm  | <input type="checkbox"/>              |
| Thursday  | 9.30am to 5.00pm  | <input type="checkbox"/>              |
| Friday    | 9.30am to 5.00pm  | <input type="checkbox"/>              |

### Newlife SuperStore Evening Shift

|           | Evening Shift     | I could work this shift (please tick) |
|-----------|-------------------|---------------------------------------|
| Saturday  | 2.30pm to 8.30pm  | <input type="checkbox"/>              |
| Sunday    | N/A               | <input type="checkbox"/>              |
| Monday    | 5.00pm to 10.15pm | <input type="checkbox"/>              |
| Tuesday   | 5.00pm to 10.15pm | <input type="checkbox"/>              |
| Wednesday | 5.00pm to 10.15pm | <input type="checkbox"/>              |
| Thursday  | 5.00pm to 10.15pm | <input type="checkbox"/>              |
| Friday    | 5.00pm to 10.15pm | <input type="checkbox"/>              |

### Newlife at Home / Newlife Market Place

|           | Daytime Shift     | I could work this shift (please tick) |
|-----------|-------------------|---------------------------------------|
| Saturday  | 10.00am to 7.15pm | <input type="checkbox"/>              |
| Sunday    | 10.00am to 7.15pm | <input type="checkbox"/>              |
| Monday    | 10.00am to 7.15pm | <input type="checkbox"/>              |
| Tuesday   | 10.00am to 7.15pm | <input type="checkbox"/>              |
| Wednesday | 10.00am to 7.15pm | <input type="checkbox"/>              |
| Thursday  | 10.00am to 7.15pm | <input type="checkbox"/>              |
| Friday    | 10.00am to 7.15pm | <input type="checkbox"/>              |

### Newlife Uttoxeter / Market Drayton / Heanor

|           | Daytime Shift    | I could work this shift (please tick) |
|-----------|------------------|---------------------------------------|
| Saturday  | 8.30am to 5.45pm | <input type="checkbox"/>              |
| Sunday    | CLOSED           | <input type="checkbox"/>              |
| Monday    | 8.30am to 5.45pm | <input type="checkbox"/>              |
| Tuesday   | 8.30am to 5.45pm | <input type="checkbox"/>              |
| Wednesday | 8.30am to 5.45pm | <input type="checkbox"/>              |
| Thursday  | 8.30am to 5.45pm | <input type="checkbox"/>              |
| Friday    | 8.30am to 5.45pm | <input type="checkbox"/>              |