

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

Position Applied for	
-----------------------------	--

1. Personal Details

First Name:		Surname:	
Address (Block letters):			
Post Code:			
Telephone No:	Home:	Mobile:	
Email address:	Have you a current Motor Vehicle Licence? YES/NO		Do you have a D1 Category on your licence? YES/NO
Please confirm that you have the right to work in the UK: Yes/No			
Do you need a work permit to work in the UK? Yes /No			

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

2. Education

Qualifications Gained (state level)	Grades

3. Training: Vocational and Occupational Qualifications relevant to the post (Professional Qualifications, GNVQ/NVQ and Non-qualification courses)

Professional/Organising Body	Qualification and Course Details

If called for interview, please bring your qualifications and membership certificates with you.

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

4. Most Recent Employer

Name and Address:	Nature of Business/Sector:
Job Title:	Current Salary/Benefits:
Start Date: Notice Required:	Name of Manager::
Brief Description of duties of current role:	

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

5. Previous Employment

Employer	Job Title	Dates	
		From	To
Please give reasons for any gaps between jobs e.g. unemployment, study etc:			

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

6. Please tell us why you applied for this job and why you think you are the best person for the job based on the Person Specification for this post. You can include details of paid and unpaid employment (please restrict your answer to up to 1000 words – add additional sheets if necessary)

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

7. Criminal Record Check – Disclosure and Barring Service (DBS)

The Next Step Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, successful applicants who are offered employment with The Next Step Trust will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

The level of criminal record check required will be an Enhanced Disclosure.

This check will include details of cautions, reprimands or final warnings as well as convictions.

8. Referees

May we contact your present or most recent employer prior to the interview?

YES/NO

Referee a) should be a relevant referee from your present employment or immediate past employment if not employed. Please state whether referee b) is a character reference.

a) Name:

Position held by referee:

Address:

Email Address:

Telephone:

b) Name

Position held by referee:

Address:

Email Address:

Telephone:

For posts having substantial access to young people, The Next Step Trust reserves the right to approach any previous employer.

THE NEXT STEP TRUST

CONFIDENTIAL



Application to be completed in full.

9. Declaration of Relationship

Are you related to a member of the Management Board of Next Step Trust? Y/N, If Y please give details –

Are you related to any current employee at Next Step Trust? Y/N, if Y please give details -

(Please note that a candidate who fails to disclose a relationship will be disqualified and, if appointed, will be liable to dismissal).

10. Media Analysis

Please state where you learned of this vacancy:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature:.....Date:.....

If you need any adjustments or help with the recruitment and interview process please email us at the below address or phone us and we will be happy to assist.

Please return completed application forms in person or post in an envelope marked, "Private & Confidential".

**The Next Step Trust
The Hoover Building
Westfield Street
Halifax
HX1 2DN**

Or email to: admin@nextsteptrust.co.uk
Telephone: 01422 330938

FOR OFFICE USE ONLY

Application Number

Date Received

Shortlisted YES/NO

Date of visit

Date of Interview: