



## Sickness Absence

If you have lost a significant amount of time (Single spell of one month or longer, or more than 2 spells regardless of length) from work in the past 12 months due to sickness, please give details:

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## Previous Employment (most recent first – please explain any gaps in employment)

Dates		Employer's Name and Address	Appointment and brief details	Reason for leaving and salary on leaving
From	To			

## **Education** (secondary education onwards)

Dates		Name of School	Examinations Passed	
From	To		Subject	Grade

## **Higher/Further Education or Professional Qualifications**

Dates		University, or College, or Professional Body	Qualifications	
From	To		Subject	Grade

## **Other Relevant Training**

From	To	Course

**Your Suitability for This Post** Please illustrate with examples from your current or previous post(s) how you meet the essential and desirable criteria referred to in the application pack. You may also provide additional information in support of your application. (Continue on a separate sheet if necessary).

## References

<p>1. Name: _____</p> <p>Position: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Tel No. _____</p> <p>May we contact your referee prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>2. Name: _____</p> <p>Position: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Tel No. _____</p> <p>May we contact your referee prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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## Criminal Convictions

Have you ever been convicted of a criminal offence or do you have any pending criminal charges?

Yes  No

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

Note that for certain posts where there is access to children and vulnerable adults, NEA may require applicants to have a full Criminal Records Bureau check

## Declaration

I declare that the information I have given is, to the best of my knowledge, true and complete and can be treated as part of any subsequent contract of employment.

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

NEA notes that the information requested above is covered by the Data Protection Act 1988. It will be handled in confidence and it will only be used for the purposes outlined.

Applicants must note that NEA will require further checks on identity and eligibility to work in the UK before commencement of employment.

**Please return your completed application form to:**

**NEA  
St Andrew's House  
90-92 Pilgrim Street  
Newcastle upon Tyne  
NE1 6SG**

**(It will help the speedy processing of applications if you mark it for the attention of the staff member listed in the job advertising)**

**Please note that this form must be used for applications.**

**Information supplied in the form of a Curriculum Vitae cannot be used as a part of the shortlisting selection process.**

**If you intend to submit an electronic version of this document, once you have completed it, note that NEA requires you to supply a signed, hard copy of the form at the time of any interview.**

**Please use a paperclip rather than staples to attach additional sheets to this form.**

## **INFORMATION TO ACCOMPANY EQUAL OPPORTUNITIES QUESTIONNAIRE**

NEA is a national charity committed to providing equal opportunities for its staff and job applicants. The organisation has adopted an equal opportunities policy to ensure that no applicant or member of staff receives less favourable treatment on grounds of religion or belief, race, colour, nationality, ethnic or national origins, age, disability, sex, marital status, sexual orientation or political affiliation.

It is recommended that the policy should be regularly reviewed to ensure it achieves these objectives. As part of this review, NEA monitors job applications for the ethnic origin, age, sex and disability status of the applicants. As part of this process, you are requested to complete the attached questionnaire. You are not required to write your name on the form. All replies will be treated in the strictest confidence and the information will only be used internally by NEA as part of the monitoring of its equal opportunities policy. No information will be provided to any other individual or organisation.

Thank you for your co-operation.

# NEA EQUAL OPPORTUNITIES POLICY MONITORING FORM

Candidates are requested to complete this short questionnaire and return it to NEA with their completed application form.

Please provide details by placing an X in the appropriate box.

## Cultural/ethnic origin

African	<input type="checkbox"/>	UK European	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Other European	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Other	<input type="checkbox"/>

## Date of birth

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Sex

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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## Disability

Disabled	<input type="checkbox"/>	Not disabled	<input type="checkbox"/>
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If registered disabled, please give registration number and brief details of disability:

Details

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Please state where you saw this job advertised