



7-8 Merchants Close, Kings Lynn, Norfolk. PE30 4JX  
Tel: (01553) 776971 Email: enquiries@wnct.co.uk Web: www.wnct.co.uk

### Job application form

All sections of the form must be completed. Please **do not** attach CVs. If there is insufficient space for your answer to any question, please staple an additional sheet to the application form. Please type or write clearly in **black ink**.

### Position applied for:

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### Personal details:

Name: [ Mr Mrs Miss Ms Other:\_\_\_\_\_ ]

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Address:

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Post code:\_\_\_\_\_

Telephone Home:\_\_\_\_\_ Mobile:\_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ National Insurance no: \_\_\_\_\_

Do you possess a full UK driving licence Yes/No

Do you have a D1 category Yes/No

Do you have a PCV licence Yes/No

If applying for a driving position please attach a copy of your driving licence

**Employment**

Name of present employer:

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Company Address:

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Job Title: \_\_\_\_\_

Current Salary: \_\_\_\_\_

Number of hours employed per week: \_\_\_\_\_

Commencement date of employment: \_\_\_\_\_ Notice period: \_\_\_\_\_

Reason for seeking other employment: \_\_\_\_\_

Please give details of your responsibilities in this post:

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May we contact your current employer for a reference:

Yes/No

Please provide contact details of two other references

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Please list and describe your previous employment and/or voluntary work during the last ten years only, commencing with the most recent. If necessary continue on a separate sheet and attach to your application form.

Employer	Post title and Main duties	Start & finish date & Reason for leaving

Please give details of any qualifications you consider relevant to this post.

School/College/Other	Qualification

**Statement in support of your application:**

Please describe how you consider your knowledge, skills, experience and achievements are relevant to this post.

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of WNCT to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Because this work may involve contact with vulnerable children & adults, for whom WNCT is responsible, all potential staff must have a *Disclosure and Barring Service* (DBS) check, which is organised by our Office. Applicants are required to declare all convictions, cautions and bind overs (even those which would otherwise be regarded as spent).

I have read the above statement and I have to declare none / I have information to declare (**delete as appropriate**) and have attached details in a sealed envelope.

**I confirm that the information given on this form is complete and correct. I understand that I may be asked to provide evidence to support this information and any false information given may result in disciplinary action including dismissal.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_