

Miss Sharon Lynch (Private & Confidential)
Manager
Shopmobility Centre
Albert Lane
Barnstaple
North Devon
EX32 8RL



Please return this application form to the above address

Application for the position of Service Co-ordinator

PERSONAL DETAILS

Name: _____

Address: _____

Post Code: _____

Date of Birth _____ **National Insurance No:** _____

Tel No: (Home) _____ **(Other)** _____

Emergency Contact: _____ **Tel No:** _____

Go North Devon (GND) are committed to equality of opportunity and will ensure that in its recruitment, employment and business practices no employee, volunteer or member of the public will be treated less favourably than another. Please outline below any special needs that you may have or any reasonable adjustments that may be required to enable you to undertake the tasks involved for this position.

RESIDENCE

How long have you lived at your present address? _____

Previous address/addresses (if resident at present address for less than 5 years?)

PRESENT/MOST RECENT OCCUPATION

Employed Full Time Part Time

Job Title _____

Date Started _____ Date Left _____

Reason for Leaving _____

Name of Employer _____

Address _____

Or Student Studying _____

Retired At School Unwaged at Home Other

PREVIOUS EMPLOYMENT FOR THE LAST 10 YEARS. (Continue on a separate sheet if necessary)

Employer _____

Job Title _____

Date Started _____ Date Left _____

Reason for Leaving _____

Employer _____

Job Title _____

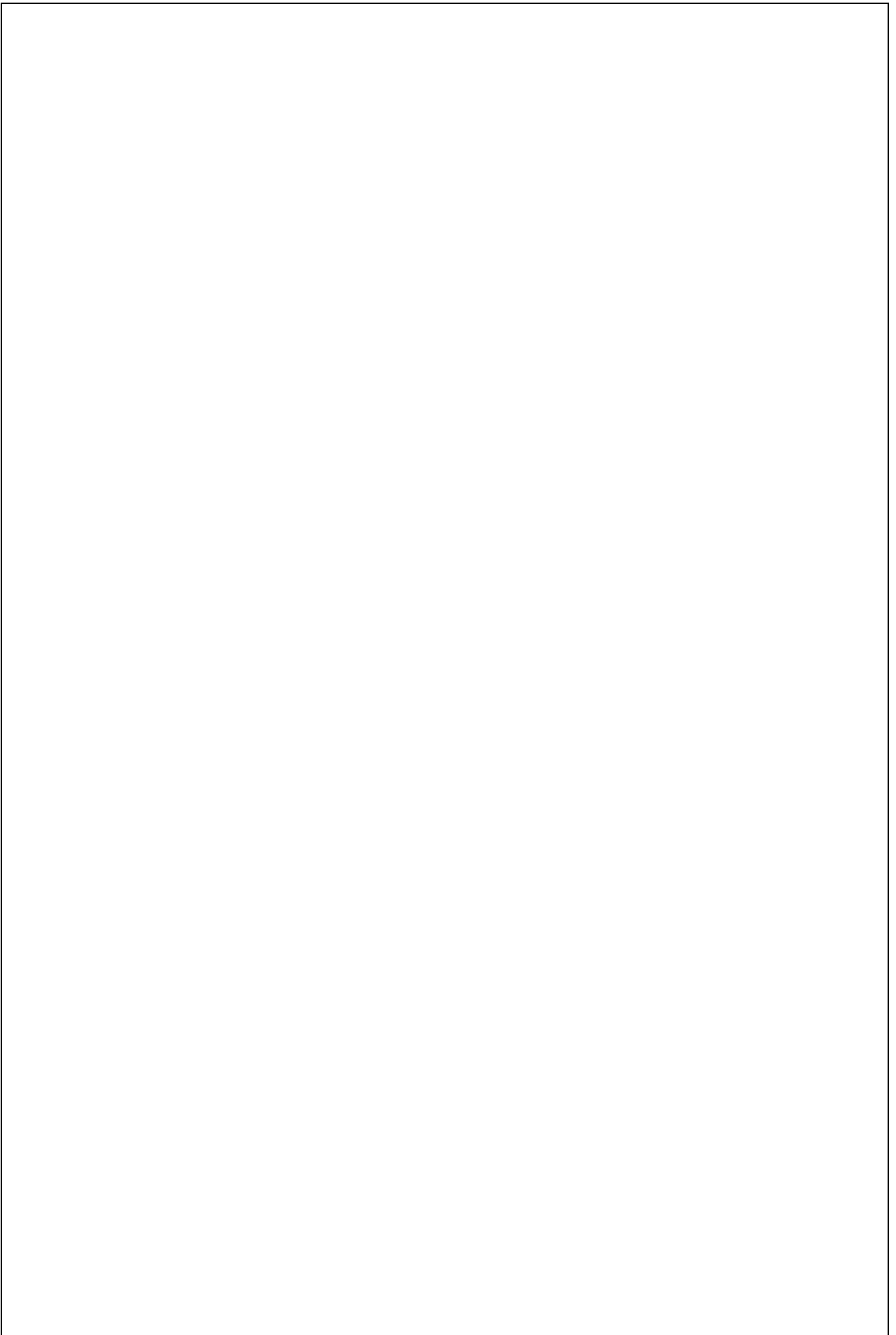
Date Started _____ Date Left _____

Reason for Leaving _____

PERSONAL STATEMENT

THIS IS THE MOST IMPORTANT PART OF YOUR APPLICATION

In this section, you are asked to tell us how your knowledge, skills and experience meet the criteria required for this post (as outlined in the Person Specification). You should cross-reference your skills against these criteria using no more than two sides of A4. Make sure you draw on your experience from your current or previous roles, as well as from other relevant situations (such as activities outside work, including voluntary work in the community, experience of organising activities for a club/society or running a home). Please make sure you address each point of the Person Specification and use specific examples and explain how you meet the requirement.



DECLARATION OF OFFENCES (Criminal Convictions)

Because of the nature of the work for which you are applying, under the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) you are not entitled to withhold information about any criminal convictions you might have, including those committed whilst a juvenile, which for other purposes may be regarded as 'spent'. Whilst a criminal conviction is itself not a bar to employment, certain convictions may prohibit your employment.

Have you ever been convicted of a criminal offence?

YES/NO

If 'yes' please outline below. If there are none please write 'NONE'

Date	Offence/s	Court Disposal

I understand that in respect of this application it may be necessary for GND to make enquiries regarding my circumstances. I hereby give permission to GND to initiate a police check on any convictions or cautions that may be recorded against me.

I _____ understand that all client information that is disclosed to me, or which comes to my knowledge, in connection with my placement at Go North Devon Ltd (GND) or any other placement subsequent to my employment is not passed on without requisite authority, in accordance with the GND's policy and procedures.

PERSONAL DECLARATION

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. Any information later found to be false may result in dismissal.

Signed _____ Name _____ Date _____