

**Please complete all sections and send to:  
info@nouveauwellbeing.com**

**This form can be supplied in large print, please contact us**

**Job Application Form**

**Job Title and Reference:**

**Please tell us how you heard about this vacancy:**

  

**1. Personal details**

**Title:**  **First name(s):**  **Surname:**

**Address:**   
  
 **Postcode:**

**Home Telephone No:**  **Mobile Telephone No:**

**E-mail address:**

**National Insurance No:**

**Do you have the right to work in the United Kingdom** Yes  No

Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.

**Driving Licence**

**Do you hold a full, current driving license valid in the UK?** Yes  No

**Does your license have any current endorsements?** Yes  No

If yes, please give further information:

## 2. Education/Qualifications

School (11+)	Study Dates	Subject/Courses Studied & Level	Qualification and Grade
College/University	Study Dates	Subject/Courses Studied & Level	Qualification and Grade
Ongoing Professional Development	Study Dates	Subject/Courses Studied & Level	Date Obtained

### Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

### Current Membership of any Professional Body/Organisation

Please give details:

**Foreign Languages:** please list any foreign languages you may speak and your level of competence. Both oral and written:

Please give details:

### 3. Employment History

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

**Current or most recent employer**

Name of Employer:

Position Held:

Date Started:  Leaving Date:

Reason for Leaving:

Salary on leaving this post:

**Brief description of duties:**

**Previous employer**

Name of Employer:

Position Held:

Date Started:  Leaving Date:

Reason for Leaving:

Salary on leaving this post:

**Brief description of duties:**

**Previous employer**

Name of Employer:

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Salary on leaving this post:

**Brief description of duties:**

Continue on a separate sheet if necessary

**4. Information in support of your application**

**Skills, abilities and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

**5. Supplementary information**

Please give dates of any holidays arranged:

Are you currently subject to any contractual “restraints or trade clauses?”

Yes  No

If yes, please give further information:

Do you have any commitments which might limit your working hours?

Yes  No

If yes, please give details:

Are you willing to work overtime and weekend when required?

Yes  No

Have you ever been convicted of a criminal offence

Yes  No

(This position is exempt from the Provisions of the Rehabilitation of Offenders legislation and therefore you must disclose Information regarding any spent or unspent convictions)

If yes, please give further information:

If appointed when could you start? Give period of notice if applicable:

Salary range expected:

Have you worked for us before?

Yes  No

If yes, please give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

**6. Reasonable Adjustments/Arrangements for Interview**

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

## 7. References

Please give the detail of **two** referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer)

Can we approach your present/most recent employer?

Yes  No

(Tick box if you do not wish your employer to be contacted before an offer of employment is made)

Name of Referee and relationship to you:

Address:

<input type="text"/>
<input type="text"/>
Postcode: <input type="text"/>

Email:

Tel:

Name of Referee and relationship to you:

Address:

<input type="text"/>
<input type="text"/>
Postcode: <input type="text"/>

Email:

Tel:

## Declaration

### Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Unless stated above, I declare that I do not possess, nor have ever possessed a criminal conviction, whether in the UK or anywhere else in the world, nor have I been subject to any Conditional Discharges, Bind-over's or Cautions. I understand my potential employment may be subject to a Criminal Records Bureau Disclosure Check and that in the event that this Declaration is found to be false that my employment may be terminated immediately.

I consent to the Company using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Company will retain the form for as long as is deemed

necessary for the purpose of recruitment and that the Company may use it to contact me in the event of there being any other vacancies for which I may be suitable.

**Signed:**

**Date:**