

Norwich Centre Projects Ltd



Employee Counselling Service

Application Form

Post applied for:

Surname:

Forename(s):

Please state preferred title:

Address:

Home Tel:

Business tel:

Can we contact you at work?

Yes/No

Postcode:

Email:

Educational qualifications:

School/college/university	Qualifications & date obtained

Professional/Vocational Qualifications:

Course title	Date

Membership of Professional bodies:

Other relevant training courses completed:

Do you have any disabilities/special needs? Please give details:

Do you have an 'unspent' criminal conviction? Yes/No

If 'Yes' please send details under separate confidential cover to Caroline Kitcatt at The Norwich Centre, 7 Earlham Road, Norwich NR2 3RA

A criminal record will not necessarily be a bar to obtaining a position

Current/Last employment:

Name and address of employer:

Job Title:

Salary:

Dates from/to:

Reason for leaving:

Notice required:

Main duties and responsibilities:

Previous employment:

Name & Business of employer	Job title	Salary	Dates from/to	Reason for leaving

Referees:

Please provide the name, address and telephone number of two referees. If applying for a counselling position, one of these should be able to comment of your work with clients, i.e. your supervisor.

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Can we contact prior to interview?

Can we contact prior to interview?

Yes/No

Yes/No

Supporting statement:

Using the job description and person specification, please use this section to explain how you feel you meet the requirements for this post. You need to show how your experience is relevant to the work involved and why you are applying for this position. Please continue on another sheet if necessary.

I confirm that the information given in respect of this application is correct to the best of my knowledge and belief. I understand that false or misleading statements or omissions could place any subsequent employment in jeopardy.

Signed:

Date:

Norwich Centre Projects Ltd, 7 Earlham Road, Norwich, NR2 3RA
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