



CONFIDENTIAL

THE NEXT STEP TRUST

This application form should be completed in full
Applications will not be considered if submitted in
the form of a C.V.

For office use only

Application No:.....

Date Rec'd:.....

Date of Interview:.....

Shortlisted YES/NO

Appointed YES/NO

Reason Code

Post Applied for:

1. Personal Details

Surname:	First Name:	National Insurance No.
Address (Block letters)		
		Post Code:
Telephone Nos:	Home:	Business:
E mail address:		Have you a current Motor Vehicle Licence? YES/NO Do you have a D1 Category on your licence? YES/NO
As part of the Equal Opportunities policy The Next Step Trust particularly welcomes applications from people with disabilities and will offer interviews to all disabled persons satisfying the essential criteria for the post		Do you have a disability? YES/NO What is the nature of your disability?
Do you have any special requirements the Charity needs to consider if you are shortlisted for interview?		

2. Education

Secondary School/College/University You need not state actual name of Educational Establishment attended	Dates		Qualifications Gained (State level)	Grades	Date
	From	To			

**3. Training: Vocational and Occupational Qualifications relevant to the post
(Professional Qualifications, GNVQ/NVQ and Non-qualification courses)**

Professional/Organising Body	Course Details	Dates

If called for interview, please bring your qualifications and membership certificates with you

4. Present Employer

Name and Address	Nature of Business
	Present Salary (with grade if possible)
	Other benefits
Job Title	Responsible to
Date of Appointment	Notice required
Brief Description of duties	

5. Previous Employment

Employer	Job Title	Grade/Salary p.a.	Dates	
			From	To
Please give reasons for any gaps between jobs e.g. unemployment, study etc.				

6. Details of Relevant Experience and any other information in support of your application (This forms your letter of application)

This may include paid/unpaid employment, for instance, experience in voluntary community work. Candidates are only shortlisted on the basis of the criterion detailed in the Personnel Specification for this post. Please use this space to show us that you have the skills, knowledge and experience required for this post (continue on additional sheets if necessary. (1000 words maximum)

7. Criminal Record Check – Criminal Records Bureau

As Next Step Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, successful applicants who are offered employment with The Next Step Trust **will** be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed.
The level of criminal record check required will be an Enhanced Disclosure. This check will include details of cautions, reprimands or final warnings as well as convictions

8. Referees (one of whom must be your most recent employer)

May we contact your present employer prior to the interview?		YES/NO
Referee A should be a relevant referee from your present employment or immediate past employment if not employed)		
a) Name:	b) Name	
Position held by referee:	Position held by referee:	
Address:	Address:	
Telephone:	Telephone:	
For posts having substantial access to young people, The Next Step Trust reserves the right to approach any previous employer		

9. Declaration of Relationship

Are you related to a member of the Management Board of Next Step Trust? (if so please give details) (A candidate who fails to disclose a relationship will be disqualified and, if appointed, will be liable to dismissal).

Canvassing will disqualify

10. Media Analysis

Please state where you learned of this vacancy

I declare that the particulars given above are true to the best of my knowledge.

Signature:.....Date:.....