

# NCS Application Form

Please complete this Application Form  
in black ink or type



INVESTOR IN PEOPLE



Please return the application to: [recruitment@groundwork.org.uk](mailto:recruitment@groundwork.org.uk)

Position applied for:	ID No: (For office use only)
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## TITLE

Mr      Ms      Mrs      Other

## GENDER

Male      Female      Non binary / Third gender      Prefer not say

Prefer to self describe

## NAME:

## ADDRESS:

## CITY:

## POSTCODE:

## PHONE NUMBER:

## EMAIL ADDRESS:

**PREFERRED CONTACT METHOD:** Phone      Mail      Email

**DATE OF BIRTH:** (DD/MM/YY)

## NI NUMBER:

**DO YOU HAVE A FULL DRIVING LICENCE?**    Yes      No

**AND ACCESS TO A CAR?**    Yes      No

## WHAT'S YOUR EDUCATIONAL BACKGROUND? (Insert X below)

No formal qualifications

Vocational qualifications (diploma, certificate, award, BTEC, NVQ, QCF or similar)

Secondary education (GCSEs, O Levels)

Post secondary education (college diploma, A levels)

Undergraduate degree (BA, BSc)

Postgraduate degree or above (MA, MSc, PhD)

## WHAT PROFESSIONAL EXPERIENCE DO YOU HAVE?

Healthcare professional      Teacher or NQT      Teach First      Now Teach  
Other educational worker)      Post graduate student      Retired      Semi-retired  
Unemployed      Undergraduate student      Youth Worker  
Other: (please state)

**ARE YOU AN NCS GRADUATE?**    Yes      No

**HAVE YOU WORKED FOR NCS BEFORE?**    Yes      No

**FROM WHEN ARE YOU AVAILABLE?** (DD/MM/YY)

**UNTIL WHEN?** (DD/MM/YY)

**How did you find out about this position? (Put X in appropriate box)**  
(This question is for research purposes only)

Indeed      Groundwork website      Facebook      Twitter      LinkedIn  
Word of mouth      Newspaper / magazine advert      Colleague      Friend  
Job Board      Social Media      TV Advert      I've been on NCS  
Other (please state)

## DECLARATION

Under the Data Protection Act 1998, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used.

**Please ensure you have read the "Privacy Notice" fully before you sign this form.**

All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act e.g. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.

**By signing this form you are giving consent to Groundwork to use this data in the way described above and set out in the privacy notice.**

*I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996). The company reserve the right to check any of the information given.*

Signed:

Date:

***Please ensure that you have read and checked this Application Form thoroughly prior to submission and ensure you have followed any instructions carefully.***