* **Please complete this form as fully as possible to apply for a role at NACCOM.**
* **Personal and reference details will be separated before shortlisting.**
* **Please do not send your CV at this stage.** If you are invited to interview, you will be asked to submit your CV at that point.

**Post applied for:**

First Name: Second Name:

Address:

E-mail address:

Telephone number:

**For NACCOM use only.** Candidate Reference Number:

**References**

Please provide the names, emails, and telephone numbers of two people we can contact for references. One should ideally be your current or most recent employer. If this is not possible, references from voluntary work or character references are acceptable. Non-UK references are equally welcomed.

*References will only be taken up following a successful interview and with your permission. Any offer of employment will depend on receipt of satisfactory references.*

1. Full name: 2. Full name

Relationship to you: Relationship to you:

Tel: Tel:

Email: Email:

|  |
| --- |
| **Additional information****Immigration, Asylum and Nationality 2006 Act** If you are offered employment with NACCOM you must produce documents confirming your eligibility to work in the UK. It is an offence for NACCOM to employ you if you are not entitled to work in the UK. For more information please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)  |

**Data Protection Act 1998**

I confirm that the information provided in this application is, to the best of my knowledge, true and complete. I understand that any false statements may disqualify me from employment. I agree that this form and the accompanying Equal Opportunities Form may be stored and processed in accordance with NACCOM’s Data Protection Policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Demonstrating how you meet the person specification** Please read the job description and person specification carefully before completing this section. Candidates who are shortlisted for interview will be those who best demonstrate how they meet the person specification.To do this, respond to each point in the person specification by outlining your relevant experience, skills, knowledge, and understanding. Use specific examples wherever possible. We cannot make assumptions, so please evidence all aspects of your application. Examples from both UK and international contexts, as well as from paid or unpaid roles, are equally valid.**Please use the space below (maximum 3 pages):** |