

# The Norwich Centre

## 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:

Date of birth:

Mobile phone:

### Educational qualifications:

School/college/university	Qualifications & date obtained

Membership of Professional bodies

**Professional/Vocational Qualifications:**

Course title	Date

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 on your work with clients, i.e. your supervisor and one should be the head of the most counselling employment or placement you have had.

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. You should support this by giving examples.  
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:

The Norwich Centre, 7 Earlham Road, Norwich, NR2 3RA  
Tel: 01603 617709  
Website: [www.norwichcentre.org](http://www.norwichcentre.org)  
Registered Charity No. 1005967

Fax: 01603 886999  
Email: [info@norwichcentre.org](mailto:info@norwichcentre.org)