

# The Norwich Centre

7 Earlham Road  
Norwich, NR2 3RA  
01603 617709  
[www.norwichcentre.org](http://www.norwichcentre.org)



## Application Form

Post applied for:

### Personal Details

Surname

Forename(s)

Address

Postcode

Home Telephone

Mobile Phone

Business Telephone

Can we contact you at work?

Yes

No

Email

## Education and Training

### Educational Qualifications

School/college/university	Qualification	Date obtained <input type="text"/>
School/college/university	Qualification	Date obtained <input type="text"/>
School/college/university	Qualification	Date obtained <input type="text"/>
School/college/university	Qualification	Date obtained <input type="text"/>
School/college/university	Qualification	Date obtained <input type="text"/>
School/college/university	Qualification	Date obtained <input type="text"/>

### Professional/Vocational Qualifications

Course Title	Date Obtained <input type="text"/>
Course Title	Date Obtained <input type="text"/>
Course Title	Date Obtained <input type="text"/>
Course Title	Date Obtained <input type="text"/>

Any other relevant training courses completed

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.

## Employment History

### Current/Last Employer

Name of employer

Address

Job Title

Salary

Main duties and responsibilities

Reason for leaving

Notice Required

### Previous employment

Name and Business of employer (1)

Job Title

Salary

Dates from/to

Reason for leaving

Name and Business of employer (2)

Job Title

Salary

Dates from/to

Reason for leaving

Name and Business of employer (3)

Job Title

Salary

Dates from/to

Reason for leaving

Name and Business of employer (4)

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.

### Referee One

Name

Address

Telephone

Email

Can we contact prior to interview?

Yes

No

### Referee Two

Name:

Address

Telephone

Email

Can we contact prior to interview?

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.

Statement

Continuation (if needed)

Continuation (if needed)

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