



Application Form

In confidence

Please complete in block capitals using black ink. Failure to complete all sections may be detrimental to your application.

Please return your completed application to:

Freepost RTGJ-XSRU-JYHB

FAO: The HR Department, 591 Hall Road, Norwich, Norfolk, NR4 6AJ, or to hr@thurlownunn.co.uk.

JOB DETAILS	
Position applied for:	Branch:
Job ref:	Closing date:

PERSONAL DETAILS	
First name(s):	Surname:
Address:	
Postcode:	Email address:
Home telephone:	Mobile telephone:

REFEREES

Thurlow Nunn Standen Ltd will approach the referees of shortlisted candidates only after seeking permission from the applicant. Please give details of two people who are known to you in a professional capacity that may be approached for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

1. Present employer / Most recent employer	2. Second Referee
Person's name:	Person's name:
Their job title:	Their job title:
Company name:	Company name:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
In what capacity does this person know you?	In what capacity does this person know you?



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EMPLOYMENT HISTORY

Briefly describe your employment history, starting with your current/most recent employer, highlighting duties, responsibilities, skills or experience gained relevant to the post for which you are applying. If you are a school or college leaver, please include voluntary, holiday and casual employment. Please also explain any gaps in employment over one month.

Name & address of current / most recent employer			
Dates of employment - From (MM/YY)		To (MM/YY) / Notice period	
Current salary		Reason for leaving	
Job title & responsibilities, skills or experience relevant to the post for which you are applying:			
Name & address of previous employer			
Dates of employment – From (MM/YY)		To (MM/YY)	
Salary		Reason for leaving	
Job title & responsibilities:			
Name & address of previous employer			
Dates of employment – From (MM/YY)		To (MM/YY)	
Salary		Reason for leaving	
Job title & responsibilities:			



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Name & address of previous employer			
Dates of employment – From (MM/YY)		To (MM/YY)	
Salary		Reason for leaving	
Job title & responsibilities:			
Name & address of previous employer			
Dates of employment – From (MM/YY)		To (MM/YY)	
Salary		Reason for leaving	
Job title & responsibilities:			

Continue on separate sheet if necessary

Thurlow Nunn Standen Ltd reserves the right to contact any of your previous employers to confirm your employment history.

EDUCATION, QUALIFICATIONS AND TRAINING

Where applicable please include details of examinations, which have been or are about to be taken but results of which are not yet available.

Secondary, Further and Higher Education:

Subjects	Qualification Gained (e.g. GCSE, A-Levels, or equivalent)	Grade/Results (include predicted grades)



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Professional Qualifications:

Please detail any professional bodies you are a member of (for example CIPD, CIMA, AAT) (Proof of professional qualifications/status will be required before an appointment is made, if relevant.)

Name of professional body and qualification awarded	Membership type	Membership number

Training Course(s) attended: (Relevant to the position advertised)

Training course name and date attended	Provider	Skills/Knowledge Gained

VEHICLES

Do you hold a current driving licence (excluding a provisional licence)?	YES		NO	
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Do you have any valid endorsements or pending prosecutions?	YES		NO	
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If Yes, please provide details, including dates:



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ADDITIONAL INFORMATION

Are you to the best of your knowledge related to or known to anyone currently employed by Thurlow Nunn Standen Ltd?

YES

NO

If YES, please provide details:

Are there any restrictions on your right to work in the UK?

YES

NO

If YES, please state restrictions and the expiry date of any permissions:

CONVICTIONS

Do you have any unspent convictions or pending prosecutions or investigations?

YES

NO

If YES, please provide details:



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YOUR ABILITY TO MEET CRITERIA FOR THE POST

Please demonstrate in this section all knowledge, experience and skills, you possess, which you believe will be relevant to the position applied for.

Continuation pages, totalling not more than 3, must include your name and position applied for on each page and must be numbered. Please ensure any continuation sheets are appropriately secured to the Application Form.



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DECLARATION

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018, the GDPR, Thurlow Nunn Standen Ltd Data Protection Policy and the Job Applicant Privacy Notice.

I declare that the information contained in this form is true and accurate. I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.

I hereby authorise Thurlow Nunn Standen Ltd to take up references from my previous employer(s), my present employer (upon my acceptance of an offer of employment) and the two people whom I submitted as personal referees. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Signature: _____

Date: _____

How did you hear about this vacancy?

Thurlow Nunn Standen Ltd Website		Job Centre	
Social Media <i>(please specify below)</i>		Online Jobs Board <i>(please specify below)</i>	

Other (please specify) _____

ATTENDING AN INTERVIEW

Under the Immigration, Asylum and Nationality Act 2006, to establish that an individual has the right to work in the UK, an employer must check and copy or record one of a number of specified documents. You are therefore politely requested to bring one of the following original documents with you, should you be invited to attend an interview, for checking and copying by the interviewer:

- British passport
- EEA passport/identity card
- Travel document which shows you have the right to stay indefinitely in the UK

If you are unable to present one of the above documents please contact us to discuss alternatives.

Do you require any special arrangements to be made for your interview on account of a disability?	YES		NO	
If "yes", please give brief details and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:				



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Equality & Diversity Monitoring Form

This information is being requested in accordance with Thurlow Nunn Standen Ltd policy on equal opportunities. The data will be treated with the utmost confidentiality and will not be taken into account when assessing the information contained on your application form. There is no obligation for you to provide any of the information below.

Full name:	Title:
Age:	Gender: Male / Female / Other
Position applied for:	Branch:

ETHNIC ORIGIN

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please place an "x" in the appropriate box, or leave blank if you prefer not to say.

Asian		Black		White British	
Asian British		Black British		White Other, please specify:	
Asian Other, please specify:		Black Other, please specify:		Any other ethnic group, please specify:	

DISABILITY

Under the Equality Act 2010, a disability is defined as 'A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.' Long term in this context means likely to last longer than 12 months or likely to recur.

Do you consider yourself to have a disability or a long-term health condition?	YES		NO
If YES, please provide details:			

Data protection: The Company treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the Company, in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing is provided in the Job Applicant Privacy Notice.

I hereby give my consent to Thurlow Nunn Standen Ltd processing the data supplied in this form for the purposes detailed above. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying hr@thurlownunn.co.uk.

Signature: _____

Date: _____