

Patron: The Right Reverend N. T. Wright, Lord Bishop of Durham

President: Professor Christopher F Higgins, Vice Chancellor and Warden, Durham University

Vice-Presidents: The Right Reverend Michael Ball, Mr Brian Alport

Hon. Chairman: Jim Black

Chief Executive Officer : Helen Attewell

Hon. Treasurer: Clive Constance

Hon. Appeals Officer: Donald Mackay

Hon. Secretary: Trish McDonald



Building bridges for prisoners, their families and the community

Kath Simpson
Office Manager
NEPACS Head Office
22 Old Elvet
Durham City
DH1 3HWTel : 0191-375 7278
Email: ksimpson@nepacs.co.uk

APPLICATION FORM

*(This form may be handwritten or typed using black ink.
Please attach additional sheets if necessary)*

NEPACS is committed to being an Equal Opportunity employer and will not discriminate on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, disability, age, religion or sexual orientation.

Vacancy applied for:

How did you find out about this vacancy?

Personal Details

Full Name:.....Date Of Birth:.....

Address:.....

.....Postcode.....

Telephone (Home).....(Mobile).....(Work).....

E-mail.....

Education details (Please give details of relevant qualifications achieved).

Institution	Qualification	Date(s)	Grade/level

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Career details (Please begin with your current post - including voluntary work).

Dates (To/From)	Employer	Job title, role (volunteer or paid position), key responsibilities and achievements

Details Of Any Other Relevant Training (including any short courses)

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Details of Current Health

Do you have any health concerns?	YES		NO	
Have you had any periods of sickness over the past three years?	YES		NO	
If yes, please state how many days sickness.				
For more than seven days sickness, please provide details				

Hobbies, Interests and Other Paid or Voluntary Work

Please give details of any activities that you wish to continue if your application is successful.

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Personal Statement

In no more than 500 words, please say why you are interested in this job and using the criteria within the job description enclosed, demonstrate your suitability for the post. You should be aware that this section is the main shortlisting tool.

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Please note: Some NEPACS appointments will involve travel. Where travel is detailed in the job description as a requirement of the post, please specify how you will travel.

Criminal Convictions and Offences

Please note: The Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 does not apply to this post. This appointment will be subject to security and police checks.

Have you ever been convicted or cautioned for any offence?

YES/NO

If yes, please provide details on a separate sheet.

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References

Please give the names and contact details of two referees (not relatives), **one of which must be your current or most recent employer** if you have work experience. No appointment will be confirmed without satisfactory references.

Name	Name
Role title	Role title
Address	Address
Telephone no.	Telephone no.
E-mail	E-mail
Fax	Fax

References are normally taken for shortlisted candidates before interview.

May your references be taken up before interview? (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Data Protection Act 1988: NEPACS will only process information provided on this form for the purpose of personnel administration, including pay and pensions.

Declaration – I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with NEPACS' recruitment and selection procedures. I understand that canvassing or giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal.

**The successful candidate will be required to undertake an enhanced CRB
Disclosure check.**

Applicant's Signature	Date

Thank you for completing this application form. Please return to:

The Office Manager
NEPACS Head Office
22 Old Elvet
Durham City
DH1 3HW

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NEPACS Equal Opportunities Monitoring

You do not have to complete this section although it will help us to monitor recruitment. The information provided here is retained by personnel and is not used in the selection process.

Personal Details (please complete or tick where applicable)

Name:	Date of Birth:	Female	Male	
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Ethnicity Monitoring (please tick the box that describes your ethnic origin)

Asian or Asian British		Indian		Pakistani	
Bangladeshi		Black or Black British		Caribbean	
African		Other Black background		Chinese	
White British		White Irish		White other	

Disability Monitoring

The Disability Discrimination Act 1995 defines a disability as 'a person with a physical or mental impairment which has a substantial effect on day-to-day activities'.

Do you consider yourself to have a disability under the terms of the Disability Discrimination Act? YES/NO
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Please give details of any special facilities or practical arrangements we can make to help you through the recruitment process.

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Please also give details of any adjustments that may be required to the workplace or duties and any equipment that will help you perform the role.

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The information provided will help us to ensure that your individual needs are considered during the recruitment process, and if successful, during employment.
Thank you for completing this form.