

**Employment Application Form**

Royal Navy Family & People Support & Improving Lives Plymouth are committed to equality and welcomes and encourages all applicants. We will select the best candidate solely based on merit & ability to do the job. Unjustified discrimination based on gender reassignment, marriage or civil partnership, race, pregnancy and maternity, disability, age**,** sex,sexual orientation, religion, or belief will not be part of our selection process.

For some posts, a satisfactory Disclosure Barring Service (DBS) check will be required. Please see job description.

Please return form by email to [navynps-peoplesptrnfpscom@mod.gov.uk](mailto:navynps-peoplesptrnfpscom@mod.gov.uk)

This form will be kept for six months in accordance with our Recruitment & Data Protection Policy and then destroyed. This first page will be separated from your application form before it is handed to the selection panel for short-listing.

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| **Position Applied for:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title:** | |  | | | | **First Name:** | | | |  | | | | | | | **Last Name:** | | | | | | | |  | | | | | |
| **Address & Post Code:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contact telephone number:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Email Address:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Birth:** | | | | |  | | | | | | **Gender:** | | | | Female | | |  | | | | Male |  | | | | Gender Neutral | | |  |
| **Do you need a UK work permit for this job?** | | | | | | | | | | | | | | | | **Yes** | | | |  | | | | | | | | **No** |  | |
| **Nationality**: | | |  | | | | | | | | | **Ethnic Origin:** | | | | | | | | |  | | | | | | | | | |
| **Do you have any equipment or support needs to enable you to attend and complete an interview process? Yes c No c**  **If yes:** please indicate what you will require………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Declaration:** I declare to the best of my knowledge, the information in this application is correct. I understand that deliberate omissions and incorrect statements may lead to my application being rejected or to my dismissal.  **Signed:** **Date:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please give names and addresses of TWO referees.** These will only be taken up if you are offered employment. One must be your most recent employer if you have been in employment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | | | | | **Address:** | | | | | | | | | | | | | | | | | | | **Tel. No:** | | | | |
| **Name:** | | | | | | | **Address:** | | | | | | | | | | | | | | | | | | | **Tel. No:** | | | | |
| **Education/Vocational Qualifications:** Please continue on a separate sheet, if necessary. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date** | **Subject** | | | | | | | | | | | | **Qualification** | | | | | | **Awarding Body** | | | | | | | | | | | |
| **Previous work experience – Paid or Unpaid** (please start with most recent) Please continue on a separate sheet, if necessary. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates (From/To)** | | | | | | | | **Job Title** | | | | | | **Name of Employer** | | | | | | | | | | **Reason for Leaving** | | | | | | |
| ***PLEASE DO NOT ATTACH YOUR CV TO THIS APPLICATION. IT WILL NOT BE ACCEPTED.***  *Please read the* ***Job Specification*** *and write below an account of your experience, skills and knowledge and give examples of these to show what makes you particularly suitable for this post. Use additional pages if necessary. Please continue on a separate sheet if necessary.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

You will be asked to sign this form if you are invited for interview.

**Please return this form by email to:** [NAVYNPS-PEOPLESPTRNFPSCOM@mod.gov.uk](mailto:NAVYNPS-PEOPLESPTRNFPSCOM@mod.gov.uk)





