



NAAFI JOB APPLICATION FORM

Name:

Position Applied For:

I would like to work: Full Time or Part Time

*circle the answer that applies

Title: Miss/Ms/Mrs/Mr/Other please specify:	
Surname:	Forename:
Home Telephone:	Mobile:
Email Address:	
Address:	

Do you hold a current driving licence?	Yes	No	Provisional	Full
Do you meet the current legal age to sell alcohol in the UK?	Yes	No		
Do you hold a British Passport?	Yes	No		
Place Issued:	Passport Number:			
Date Issued:	NI Number:			

*circle the answer that applies

Right to work for NAAFI in the UK (Asylum and Immigration Act 1996): If you are invited to interview, please could you bring along original proof of your right to work in the UK such as your National Insurance card, EU Passport or relevant work permit.

Right to work for NAAFI in the Overseas: To work in Germany or in an Operational area for NAAFI, you must have a British Passport and be ordinarily resident in the UK. To work overseas as a locally employed civilian, you will have to meet the eligibility requirements of the particular country. Further details can be obtained from HR.

In addition to the above: most positions in NAAFI will require you to be security cleared prior to your employment being confirmed

Criminal Convictions

Have you been convicted of any criminal offences that are not spent under the rehabilitation? (Offenders Act 1974)

Yes

No

Please give any details:

Previous Experience:

Please can you give some brief details or examples of where you have demonstrated the following skills:

Customer Service:

Communication:

Team Work:

References:

We may contact these individuals to obtain references and one of these **MUST** be your last employer. Please do any family members. **Any job offer is subject to satisfactory references.**

Reference 1

Name:	Company:
Address:	Association to that individual – (e.g. my boss):
Tel No:	Length of association

Reference 2

Name:	Company:
Address:	Association to that individual – (e.g. my boss):
Tel No:	Length of association

Reference 3

Name:	Company:
Address:	Association to that individual – (e.g. my boss):
Tel No:	Length of association

Work Experience:
Please provide details of your previous work experience up to and including the last five years, last position first:

<u>Company name & dates of employment</u>	<u>Position</u>	<u>Duties/Responsibilities</u>	<u>Reason for leaving</u>	<u>Salary/Wage</u>

Please tell us about any qualifications/experience you feel are relevant for the role:

Why do you want to work for NAAFI?

This application has been completed by:

Print Name

Signature

Date

<p>Monitoring Sheet: NAAFI is committed to promoting a diverse workforce and has policies that eliminate discrimination. We do not discriminate on any grounds and select our applicants purely on their ability to do the job. This monitoring sheet allows us to collect statistical information with which we review our policies and procedures and will not affect your application. We ask that you complete this sheet, however, it is completely optional.</p>	
<p>Post applied for:</p>	
<p>Department:</p>	
<p>Where did you hear about this vacancy:</p>	
<p>Last name:</p>	
<p>First name(s):</p>	
<p>Mr/Mrs/Miss/Ms/Dr/Other:</p>	
<p>Gender:</p>	<p>Date of birth:</p>
<p>Age:</p>	<p>Nationality:</p>
<p>Place of birth:</p>	
<p>Ethnicity:</p>	
<p><u>White</u> White British White Irish Any other white background</p>	<p><u>Mixed</u> Mixed white and black Caribbean Mixed white and black African Mixed white and Asian Any other mixed background</p>
<p><u>Asian or Asian British</u> Indian Pakistani Bangladeshi Any other Asian background</p>	<p><u>Black or Black Irish</u> Black and black British Caribbean Black and black British African Any other black background</p>
<p><u>Chinese or other ethnic group</u> Chinese Any other group (please specify)</p>	
<p>Do you consider that you have a disability?</p>	<p>Yes No</p>
<p>If 'yes', please state the nature of the disability. Would you need any adjustments to be made to carry out this role?</p>	
<p>Do you need any special assistance in attending an interview? If so, please give details:</p>	
<p>Religion:</p>	<p>Sexual Orientation:</p>

Starting Out – Recruitment and Selection

Internal Use only:	
Vacancy Number:	
Passed Screening?	
Hold on file before interview?	
Invite to interview?	
Did not arrive for interview	
Hold on file after interview?	
Has the applicant met all eligibility requirements for the post?	
If no, please state why?	
Reason for rejection/hold on file?	
Position offered?	
Date available from:	
Reference 1 received (date):	
Reference 2 received (date):	
Reference 3 received (date):	
Location of position applied for:	
Sponsored dependant?	Will accommodation be required?
Date commenced employment:	Pay Ref:

Please return this completed form to:
 Insert address here