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| Application number(For HR use only) |  |

This Job Application Form is divided into two parts:

**Part 1 is submitted to the selection panel during the shortlisting process**

This part has been designed as part of National Savings & Investments’ commitment to equality of opportunity in its employment practices and ensures that the selection panel are only given the information necessary to conduct the selection process fairly and make shortlisting and appointment decisions on merit. Please do not submit your CV with this application form as it will not be considered.

**Part 2 is retained by the HR team for administrative purposes**

This part is used both to assess your eligibility for appointment into the Civil Service and contact you in the event the selection panel decide to progress your application further.

Both parts are mandatory and must be completed in order for your application to be considered. Please complete the boxes in white and expand them if necessary.

# Part 1 – Application Details

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| Section 1a – PositionPlease state which vacancy (including reference number) you are applying for |
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| Section 1b – Employment historyPlease provide details of your current and previous employment. Please also include details of any gaps (i.e. career breaks, studying, unemployment etc.) |
| Dates | Employer | Position held and brief description of duties |
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| Section 1c – QualificationsPlease provide details of any relevant professional, technical and educational qualifications |
| Institution and dates attended | Qualification (e.g. BA/BSc) and subject | Result (if applicable) |
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| Section 1d – Supporting statementPlease explain, using specific examples from your current and past employment, how you meet the person specification criteria for this role and also why you would like to work for NS&I. Your supporting statement should be between 500 and 1000 words. |
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| Section 1e – RefereesPlease provide details of two referees to cover a period of the last **five years**. One referee must be your current or most recent employer; the second referee can be either an employment or academic referee. Please provide details of additional referees if this is required to cover the last five yearsReferees will only be contacted in the event of a conditional offer of appointment |
| **Referee 1** | Name |  |
| Job Title |  |
| Organisation |  |
| Telephone |  |
| Email |  |
| **Referee 2** | Name |  |
| Job Title |  |
| Organisation |  |
| Telephone |  |
| Email |  |

# Part 2 – Personal Details

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| Application number(For HR use only) |  |

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| Section 2a – Personal details |
| Title (e.g. Mr, Mrs, Miss, Ms, Mx etc.) |  |
| Forename |  |
| Surname |  |
| Address |  |
| Telephone |  |
| Email |  |

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| Section 2b – Eligibility for appointment to the Civil ServiceTo be eligible for appointment to the Civil Service, you must:1. be a British or Commonwealth citizen and/or a national of an EEA member state. Certain non-EEA family members may also be eligible. Further information can be found at <https://www.gov.uk/government/publications/nationality-rules>
2. already have the existing right to work in the UK (i.e. not require a work permit or visa)

You will be required to provide evidence of your eligibility for appointment to the Civil Service if you are shortlisted for interview  |
| Please confirm your nationality |  |
| Are you currently free to remain and take up work in the UK? (Yes or No)  |  |
| Please provide details of your current visa/work permit status (i.e. relevant Tier and start/expiry dates) |  |

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| Section 2c – AdvertisingPlease state where you first found out about our vacancy |
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| Section 2d – DeclarationI declare that the information I have given is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have been appointed, I may be dismissed.  |
| Signature (Please type your name): |  | Date: |  |

**Please ensure you read our** [**prospective employee privacy notice**](http://nsandi-corporate.com/wp-content/uploads/2018/05/prospective-employee-privacy-notice.pdf)

**Please email your completed Job Application Form to** **jobs@nsandi.com** **by the advertised closing date. Thank you for your application!**