Northwind Studio
People & Talent

Application for Employment

HR-APP-04 · Rev. 7 · June 2026

Complete every section in black ink and BLOCK CAPITALS. Fields marked * are mandatory; an incomplete form cannot be assessed. Do not attach a curriculum vitae in place of sections 3 and 4 — the panel scores only what is written on this form. Return the signed original to the address at the foot of the last page, or a scanned copy to the recruitment address, quoting the vacancy reference.

1 · POSITION APPLIED FOR

Complete one form per role

ROLE TITLE *

VACANCY REFERENCE – – – – – –

EARLIEST START DATE / / DD/MM/YY

EMPLOYMENT BASIS SOUGHT

☐ Full time ☐ Part time ☐ Fixed term ☐ Job share ☐ Consultancy

2 · PERSONAL DETAILS

TITLE

FAMILY NAME *

GIVEN NAMES *

ADDRESS LINE 1 *

ADDRESS LINE 2

CITY / TOWN *

STATE / REGION

POSTAL CODE *

EMAIL *

TELEPHONE *

RIGHT TO WORK IN THE UNITED STATES

◯ Yes, without restriction ◯ Yes, with a visa or permit ◯ No — sponsorship required

3 · EMPLOYMENT HISTORY

Most recent first · continue on a separate sheet if needed

EMPLOYER	POSITION HELD	FROM	TO	REASON FOR LEAVING

4 · EDUCATION AND QUALIFICATIONS

INSTITUTION	QUALIFICATION	GRADE / RESULT	YEAR AWARDED

5 · SUPPORTING STATEMENT

Maximum 300 words

WHY YOU ARE SUITED TO THIS ROLE

6 · ADDITIONAL QUESTIONS

Have you previously applied to, or been employed by, this organisation? If yes, give dates and the role.

☐ No ☐ Yes — previously applied ☐ Yes — previously employed

Are you related to, or in a close personal relationship with, any current employee or director?

☐ No ☐ Yes — give details below

Do you require any adjustment to the recruitment process (interview format, materials, access, timing)?

☐ No ☐ Yes — give details below

Where did you first hear about this vacancy?

☐ Our website ☐ Job board ☐ Referral ☐ Agency ☐ Event or careers fair ☐ Other

7 · REFERENCES

REFERENCE 1 — MOST RECENT EMPLOYER — NAME, POSITION, ORGANISATION, EMAIL AND TELEPHONE

REFERENCE 2 — ACADEMIC OR PROFESSIONAL — NAME, POSITION, ORGANISATION, EMAIL AND TELEPHONE

8 · DECLARATION

Before signing, read the following statements carefully. Signing this declaration confirms that each of them is true of you and of the information you have given on this form.

1. The information given on this form is complete and accurate to the best of my knowledge, and I understand that any false or deliberately misleading statement may lead to the withdrawal of an offer or, if discovered after appointment, to dismissal.
2. I authorise the organisation to verify the qualifications, employment dates and references stated above, and to contact the referees named in section 7 once a conditional offer has been made.
3. I understand that any offer of employment is subject to satisfactory references, proof of the right to work, and where the role requires it, a criminal record check.
4. I confirm that I am not subject to any restriction, covenant or undertaking that would prevent or restrict my taking up the position applied for.

☐ I have read and agree to the statements above and to the retention of my data as described at the foot of this form.

SIGNATURE OF APPLICANT

NAME IN BLOCK CAPITALS

DATE

FOR OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE

RECEIVED

REFERENCE ISSUED

SHORTLISTED (Y/N)

ASSESSOR INITIALS

Personal data supplied on this form is processed for recruitment purposes only, retained for twelve months after the closing date, and then destroyed. You may request a copy of your data or its erasure at any time.

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