

Appendix 1 Secondment Application Form

SECTION ONE:

Staff member to complete and send to manager. Please attach the job description and person specification.

Full Name:			
Job Title:		Division:	
Manager Name:		Date of Application:	

Secondment Start Date?	
Duration of Secondment?	

Is the Secondment Post Internal or External?	
Secondment Post Job Title:	
Secondment Post Department:	
Secondment Post Address (if external):	

Please provide details of the role you wish to be seconded to:

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What are the reasons for requesting the secondment?

What are the perceived benefits to you and the NCA?

Signed: _____ Date: _____

SECTION TWO:

To be completed by manager.

I have reviewed the request for a secondment and the application has / has not been successful.

An outcome has been delivered in writing to the applicant on [date]: _____

If the applicant is appointed to the secondment post, I will follow the NCA's Secondment Policy and complete the Secondment Agreement form.

Signed: _____ Date: _____