**Application For Employment**

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| Post Applied For: |  |
| Where did you see this position advertised? |  |

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| **SECTION A: PERSONAL DETAILS** | |
| Forenames: |  |
| Surname: |  |
| Address: |  |
| Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| E Mail Address: |  |
| Any former names you have been known by and dates (years from – to): |  |
| I am legally eligible to work in the UK (evidence of this will be requested during interview) |  |

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| **SECTION B: PRESENT (OR MOST RECENT) EMPLOYMENT** | |
| Name and address of Employer: |  |
| Position Held: |  |
| Date Joined: |  |
| Date Left (if applicable): |  |
| Current Salary: |  |
| Notice Required: |  |
| Date available to start employment: |  |
| Please give details of your main duties and your reason for leaving: | |

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| **SECTION C: REFERENCES**  Please provide two professional referees. References will not be accepted from relations or people who know you solely as a friend. The first reference should be your present or most recent employer. | |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Address: | Address: |
| E Mail: | E Mail: |
| Telephone Number: | telephone Number: |
| In what capacity do you know this individual? | In what capacity do you know this individual? |
| As part of our recruitment process we contact referees prior to interview. Please confirm you are happy for us to contact your referees. | Yes / No |

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| **SECTION D: PREVIOUS EMPLOYMENT** | | | | |
| Dates – month and year | | Position held and main duties | Employer name and full address | Reason for Leaving |
| From | To |
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| Please explain any gaps in your employment history | | | | |
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| **SECTION E: EDUCATION, QUALIFICATIONS AND TRAINING RELEVANT TO THE POSITION YOU ARE APPPLYING FOR**  Please give details of all academic, professional or technical qualifications held by you, giving dates and the name and address of the place obtained. If more space is needed please continue on a separate sheet | | | | |
| Dates – month and year | | Qualification | Mark / Grade | Name and address of educational establishment |
| From | To |
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| **SECTION F: SKILLS, EXPERIENCE AND KNOWLEDGE** |
| Please provide a personal statement stating your reasons for applying for this position and give details of any experience, skills and training that you think is relevant, together with any other information in support of your application.  Please continue on a separate sheet if necessary. |
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| Please indicate any positions of responsibility you hold and/or details of your leisure interests away from work |
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| **SECTION G: REHABILITATION OF OFFENDERS ACT 1974** |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  **Have you ever been convicted of any criminal offences or received cautions which are not ‘protected’? NO (please delete as appropriate)**  If you have answered yes, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  Failure to disclose convictions may lead to you being summarily dismissed Any disclosures will be treated in the strictest confidence and will be considered only in relation to this application. |

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| **SECTION H: Internet Searches** |
| Online searches will be carried out on all short listed candidates as part of our due diligence checks. |