

APPLICATION FORM



For photocopying purposes, please use black ink when completing form

POST APPLIED FOR:	CLOSING DATE:		
Section A – Personal Details			
Surname:	Forenames:		
Any previous names by which you have been known:	Date of birth:		
Address:	Telephone (home): (mobile): Email address:		
Section B – Present or most recent employment			
Job Title:	Period of notice:		
Date joined:	Date left (if applicable):		
Name and address of employer:			
Main duties:			
Section C – References			
<i>Please provide two professional referees (who are not friends or relatives). At least one referee should be your present/last employer or school. Please note if you are shortlisted, we will contact one of your referees prior to interview.</i>			
Name & Address	Occupation	Years known	Contact details
			Tel no: Email:
			Tel no: Email:

Section D – Previous Employment				
Dates		Position held	Employer (name & town of employer)	Reason for leaving
From	To			
Please explain any gaps in your Employment and Education history				
Section E – Education, Qualifications and Training relevant to the position you are applying				
From	To	School/college/university/Training Establishment	Qualification obtained	

Section F – Skills, Experience and Knowledge

Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.

Please continue on a separate sheet if necessary

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'. These 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 criminal offence which is not 'protected'? YES/NO

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 and Barring Service before your appointment is confirmed.

Eligibility to Work

Do you require a work permit to work in the UK?

Yes/No

What is your National Insurance Number?

Section H - Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to

- a) satisfactory references
- b) a satisfactory DBS certificate and check of the Barred List
- c) the entries on this form proving to be complete and accurate
- d) a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children, caution or sanction in this respect.

Signature:

Date: