

1. Information

Information you provide in the Application Form will be treated as confidential and is used to shortlist candidates for interview.

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information. Read each section of the Application Form carefully.

3. Fitness to fulfill the post

All appointments are subject to the successful completion of a medical screening process. Only candidates provisionally offered a post will be required to complete a pre-employment health questionnaire. This is sent to Occupational Health in a confidential envelope or by email from the candidate. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998.

4. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification. References will be requested prior to the selection process.

5. Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked during the selection process.

6. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.

Please explain any break in your work experience.

7. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

Any supporting information (i.e. additional sheets) should contain your name.



It is important that you refer to the guidance notes before you complete the Application Form.

Please use black ink or type

APPLICATION FOR EMPLOYMENT

Post Applied for:

PERSONAL DETAILS

Surname/family name:

First name(s)/other names:

Previous surname(s):

How do you wish to be addressed in correspondence?

MR/MRS/MISS/MS or OTHER (Please state):

Address for correspondence:

Postcode:

E-mail:

Telephone number where you can be contacted:

Day:

Evening:

Mobile N°:

My National Insurance Number is:

Do you hold a current driving licence?

Please ✓ Yes No

Class:

e.g. full, provisional, HGV, etc.

Have you use of a vehicle? Yes No

Do you hold a fork lift truck licence?

Please ✓ Yes No

Date obtained: _____

Valid until: _____

If you are offered this job will you have any other paid work? Please ✓ Yes No

Are there any dates when you will not be available for interview and/or holidays booked for already for the year – Please state:

Emergency Contacts

Primary emergency contact

Name:

Relationship:

Home address:

Telephone number:

Secondary emergency contact

Name:

Relationship:

Home address:

Telephone number:

ELIGIBILITY TO WORK IN THE UK

Before you commence working, you MUST provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post you will receive further guidance.

Where you born in the UK? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If no, State place of birth _____		
Are you eligible to work in the UK? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Is this subject to a Work Permit or Visa? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Do you have a Biometric residence permit (BRP) Yes: <input type="checkbox"/> No: <input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> Residence permit no. _____ </td> <td style="width: 40%; padding: 5px;"> Issue date: _____ Expiry date: _____ </td> </tr> </table>	Residence permit no. _____	Issue date: _____ Expiry date: _____
Residence permit no. _____	Issue date: _____ Expiry date: _____		

EMPLOYMENT HISTORY

Present or Most Recent Employment

Name & Address of Employer: _____ _____	Nature of Business: _____ _____	
Job Title: _____	Date Started: _____	
Salary/Wage: £ _____	Notice Required: _____	Date Left (if relevant): _____

State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:

Summary of Previous Employment

Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role.

Period Employed		Name of Employer, Address & Nature of Business	Job Held	Reason for Leaving
From Mth/Yr	To Mth/Yr			

EDUCATION AND TRAINING

Qualifications Obtained – Educational & Professional

Name of School/College/University	Subject	Qualification/Level	Grade Obtained	Date of Qualification

Training Courses Attended or Currently Being Taken (include any relevant short-courses)

Title of Training Provider	Course/Qualifications	Duration

INFORMATION TO SUPPORT YOUR APPLICATION

VOLUNTARY PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION:

Please refer to 'Guidance Notes on Filling in Application Form'

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post.

(Please continue on a separate sheet as required)

REFERENCES

Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. **Referees will be contacted before interview.**

Name:
Address:

Postcode:

(please tick relevant box)

Personal: **Current:**

Telephone Number:

E-mail:

Name:
Address

Postcode:

(please tick relevant box)

Personal: **Current:**

Telephone Number:

E-mail:

DATA PROTECTION ACT

I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.

Signed: _____

Date: _____

CRIMINAL CONVICTIONS

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Please state if you have any spent or unspent convictions: Yes No

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For Addressee Only' in the top right hand corner and the words 'Conviction Information' marked below and marked for the attention of the Principal.

SIGNATURE:

I declare that the information I have given in this application is correct to the best of my knowledge. I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

Signed: _____

Date: _____

Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful. We reserve the right in order to streamline recruitment within our company we reserve the right to expire vacancies prior to the advertised closing date once we have received a sufficient number of applications.

