

Application for employment

Please complete the following using BLACK INK so that this form can be photocopied.

Last name		First Name(s)		Former names (please list as applicable)	
Date of birth		Current address and telephone number			
National Insurance Number					

1. Qualifications

Please list all academic/vocational qualifications that are relevant to this position:

Qualification/Award	Awarding Body	Date of Award

2. Registration information

Please provide details of all relevant registration for professional bodies (including Independent Safeguarding Authority from 2010) along with date of registration and registration number

Relevant Body	Registration number	Date of registration

3. Career and Education History

Please provide details of your career and educational history in chronological order since leaving secondary education. Include education and training, part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment, education or training and reasons for leaving employment. Please continue on a separate sheet if necessary. **A CV will not be acceptable**

Education/Job	Start date (MM/YY)	End Date (MM/YY)	Reasons for leaving

4. Declaration of relationships

Please give details of any family or close relationships to existing employees or employers (including councillors, company directors, or trustees)

Name	Relationship

5. Referees

Please give details of **at least** two referees. One should be your current or most recent employer. At least one should be able to comment on your work with children. If you have not worked in a paid capacity a reference from your school or college is acceptable. References WILL NOT be accepted from relatives or people writing solely in their capacity as personal friend

Please note: It is our policy to seek references *before interviews* that will include questions about past actions or allegations in relation to behaviour with children, or to verify information. If you have concerns about us contacting these referees before interview you should contact us to discuss.

	Referee 1	Referee 2	Referee 3
Name			
Capacity in which this person knows you:			
Address (including postcode):			
Telephone number:			

6. Personal statement

Please provide a personal statement setting out examples of how you can demonstrate the skills, competences, personal qualities and expertise that are set out in the job description and personal specification. Please continue on a separate sheet if necessary. **A CV will not be acceptable**

7. Health

Please give details of all sickness in the last two years (including dates and reasons)

Please give details of any ongoing medical condition or treatment which might affect your work

8. Rehabilitation of Offenders Act

Posts that involve working with children are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore declare any convictions, cautions and bind-overs, including any that would be normally regarded as “spent”.

Have you been convicted of a criminal offence? Yes No

If Yes, please give details of the date, the nature of the offence and the penalty on a separate sheet that can be returned in a sealed envelope with this form.

Please note that if successful you will be required to provide an enhanced Criminal Records Bureau Disclosure (and ISA registration from 2010)

9. Right to work in the UK

In accordance with the Asylum and Immigration Act 1996 (amended February 2008) we are required to check your eligibility to live and work in the UK.

Please confirm you will be able to provide this evidence at interview Yes No

Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme? Yes No

If yes, please provide details

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10. Declaration

I declare that:

- To the best of my knowledge all the information given is true and accurate
- I am not disqualified from work with children, or subject to sanctions imposed by a regulatory body

Signed		Date	
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