**Application Form**

|  |  |
| --- | --- |
| Position Applied for: |  |

**Personal Details:**

|  |  |
| --- | --- |
| Full Name |  |
| Previous Name (if applicable) |  |
| Address |  |
| Mobile telephone no. |  |
| Home telephone no. |  |
| Email address |  |
| National Insurance number |  |
| Are you entitled to work in the UK |  |

**Current or Most Recent Employment**

|  |  |  |
| --- | --- | --- |
| **Name and Address of Employer** | **Position held** | **Dates of employment** |
|  |  |  |
| **Brief description of duties** |  | |
| **Notice period (if applicable)** |  | |
| **Current salary** |  | |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| **Name and Address of Employer** | **Position held** | **Dates of employment** |
|  |  |  |
|  |  |  |
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**Do you have any gaps in employment: Y / N**

If yes, please provide details. (e.g., unemployment, study, childcare etc.

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| --- | --- |
| Yes | No |

Have you lived outside the UK for more than three months in the past five years?

**Referees**

**Current or most recent employer**

**First referee**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | |  | |
| Name | |  | |
| Position held | |  | |
| Organisation | |  | |
| Capacity | |  | |
| Address | |  | |
| Email Address | |  | |
| Contact Tel number | |  | |
| May we contact this referee prior to interview? | | Yes: No: | |
| Reference type (please tick as appropriate) | Employer | Academic | Personal |

**Second referee**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | |  | |
| Name | |  | |
| Position held | |  | |
| Organisation | |  | |
| Capacity | |  | |
| Address | |  | |
| Email Address | |  | |
| Contact Tel number | |  | |
| May we contact this referee prior to interview? | | Yes: No: | |
| Reference type (please tick as appropriate) | Employer | Academic | Personal |

**Education**

**Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Course** | **University/College** | **Studied/Qualification** | **Years attended** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Schools attended**

|  |  |
| --- | --- |
| **School** | **Dates** |
|  |  |
|  |  |
|  |  |

**A-levels or equivalent**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Exam** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |

**GCSEs or equivalent**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Exam** | **Grade** |
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**Supporting Statement**

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**Additional Skills**

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| --- |
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| --- | --- |
| Do you hold a Full current driving licence: Y / N |  |

**Declarations**

***Section G – Rehabilitation of Offenders Act 1974***

*All posts involving direct contact with vulnerable people are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide those 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 or at Unlock –* <http://hub.unlock.org.uk/contact/>*.*

*Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.*

*In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.*

*I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.*

Please provide details of relations to any current employees, pupils or governors

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**I confirm the data to be accurate**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equal Opportunities monitoring**

**Personal details**

|  |  |
| --- | --- |
| Position applied for |  |
| Application date |  |
| Full name |  |
| Previous name |  |
| Date of birth |  |

**Equal Opportunities details**

|  |  |
| --- | --- |
| Nationality |  |
| Cultural/Ethnic background |  |
| Age |  |
| Gender |  |
| Sexual orientation |  |
| Religion/belief |  |
| Do you consider yourself to have a disability? |  |
| Special arrangements required |  |