

1. Job Details

Job title:	Click here to enter text.	Job Ref No.:	Click here to enter text.
Closing Date:	Click here to enter text.	Please state where you saw this post advertised:	Click here to enter text.

2. Personal Details

For contact purposes

Title:	Click here to enter text.	First name(s):	Click here to enter text.	Last name:	Click here to enter text.
Former first name(s):	Click here to enter text.	Former surname(s):	Click here to enter text.	Known as:	Click here to enter text.
Current Address (incl. postcode):	Click here to enter text.	Daytime contact number:	Click here to enter text.		
		Home telephone number:	Click here to enter text.		
Email address	Click here to enter text.	Mobile telephone:	Click here to enter text.		
National Insurance Number:	Click here to enter text.	What is your preferred method of contact?	Click here to enter text.		

3. Membership of Professional Bodies

Professional Body / Association	Current status/ Membership no:
Click here to enter text.	Click here to enter text.

4. Most Recent Employment Details

Employment status:	Click here to enter text.		
Job title:	Click here to enter text.	Salary/Grade:	Click here to enter text.
Other benefits:	Click here to enter text.	Date appointed:	Click here to enter text.
Employer name and address (including postcode):	Click here to enter text.	Work email:	Click here to enter text.
Notice required: (if applicable)	Click here to enter text.	Employee number: (if applicable)	Click here to enter text.



Application for Employment

If you are not currently in employment, please confirm the following:

Date of leaving:	Click here to enter text.	Reason for leaving:	Click here to enter text.
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5. Teachers Only

Teacher Reference Number:		Click here to enter text.			
Qualified Teacher Status:					
Yes	Click here to enter text.	No	Click here to enter text.	Date:	Click here to enter text.
Statutory Induction Year completed (if qualified after May 1999)					
Yes	Click here to enter text.	No	Click here to enter text.	Date:	Click here to enter text.

6. Education, Training and Development

Please ensure that this is relevant to the post you are applying for

Secondary education, college, university or training establishment attended:	Qualifications or course details:	Awarding body:	Date of award:
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

7. Employment / Education History

Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for periods when not employment, education or training and reasons for leaving.

From MM/YY:	To MM/YY:	Employment status: (Employed / Education / Voluntary work / Not working)	Name and address of employer / education establishment / voluntary organisation	Job title:	Salary:	Reason for leaving / Reason for gap in employment:
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Application for Employment

Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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8. Job Specification / Description.

Please provide evidence of your ability, experience and qualifications against the criteria on the job description

Click here to enter text.				
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9. References.

Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.

PLEASE NOTE: If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.

	Referee One	Referee Two
Name:	Click here to enter text.	Click here to enter text.
Job Title:	Click here to enter text.	Click here to enter text.
Contact Address (including postcode):	Click here to enter text.	Click here to enter text.
Contact email address:	Click here to enter text.	Click here to enter text.
Contact telephone number:	Click here to enter text.	Click here to enter text.
Relationship to applicant:	Click here to enter text.	Click here to enter text.

10. Criminal Convictions

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013, because it is a post which involves working with children or young people. You are therefore required to declare whether you have any existing or relevant pending criminal convictions (or cautions or bind-overs) including those which are spent. 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 the cautions and convictions can be found on the Disclosure and Barring Service Website.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes	Click here to enter text.	No	Click here to enter text.
Are you included in any list of people barred from working with children by the Disclosure and Barring Service?	Yes	Click here to enter text.	No	Click here to enter text.
Are you subject to a Prohibition Order or Interim Prohibition Order for teachers?	Yes	Click here to enter text.	No	Click here to enter text.



Application for Employment

Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

If you have answered yes to any of the above questions please give all details on a separate sheet, place the sheet in a sealed envelope marked **confidential** and enclose with your application form or send within a separate envelope under separate cover. Failure to disclose convictions, cautions or bind overs which have not been filtered could result in withdrawal of any conditional offer, disciplinary action or dismissal. It is a criminal offence to apply or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusions by the DBS.

11. Declaration

I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body. I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records. (Data Protection Act 1998). I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.

Signed:	Click here to enter text.	Date:	Click here to enter text.
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Thank you for your application.

Please return to us by email to: hr@employabilitysolutions.com