



## **Guidance on how to complete the application form**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

### **Personal Details Section**

Please complete all parts of this section as fully as possible. This is a confidential document and will normally only be seen by those who need to see it in order to shortlist and select. Your personal details will be removed from the application form before shortlisting in accordance with our Equal Opportunities policy.

### **Employment & Training Section**

In order to help us assess your previous experience and training, please complete this section as fully as possible. Please insert details of all your qualifications and any relevant training courses you have attended, along with your previous and most recent employment.

Any gaps in your employment history should be explained in the "Further Information" section.

### **Further Information**

All applications will be considered against the criteria listed in the "Person Specification" which is enclosed with this application pack.

Applicants must meet as many as possible of the Essential Criteria detailed in the Person Specification to be considered for an interview. Please use the Further Information section to explain how you fit each of the criteria specified. It is useful, when completing this section, to use each of the criteria as a heading, this ensures relevant information is not left out and makes it easier for those shortlisting to see how each applicant meets the criteria.

If there are a large number of applicants, the Desirable Criteria will then be considered, so it is extremely important that you explain how you meet each of the Essential Criteria and as many of the Desirable Criteria as possible, so that we have a full picture of your skills, experience and abilities.

Use this section to explain any gaps in your employment history.

You may continue on additional blank pages.

### **References**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you

are shortlisted and before interviewing. If you do not wish your current employer to be contacted before interviewing please contact us & explain why.

If you are related to a referee in any way, for example if you have been employed by a member of your family, you should make this clear on the form. Family members as referees should be avoided as far as possible.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

A second referee can be a family friend who will be able to provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees before naming them on this application and make sure current contact addresses and phone numbers are supplied.

Please note that a minimum of 2 satisfactory references must be received before commencing employment with this organisation.

### **Working with Children – Convictions and Disclosure**

All roles at this setting will require you to have an Enhanced level Disclosure & Barring Service (DBS) check. If you are working unsupervised with children and young people the role is classed as Regulated Activity and as such along with the DBS Enhanced check, we will also check the DBS Barred Lists. It is a criminal offence to try and gain work in Regulated Activity if you are on the Barred Lists.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) (exceptions) order 1975, but the amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account when making *recruitment or employment decisions*.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any cautions and convictions, It is your responsibility to check to see if they are protected and therefore do not have to be disclosed.

We will arrange your Disclosure check if you are offered the post applied for. Please note that employment in this role cannot begin until the Disclosure has been obtained.

This organisation will follow the Disclosure & Barring Service Code of Practice concerning the use of information gained from the Disclosure Service which ensures that sensitive personal information is handled and stored appropriately and only kept for as long as necessary.

You will also be asked to clarify your disqualification status and disqualification by association prior to undertaking employment with us and you have a responsibility to keep us up to date with this during employment.

### **Your Right to Work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will need to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services, or any other appropriate official document before their first day of employment, e.g.: National Insurance Number or P46, P60 or work permit.


## Application Form

### Private & Confidential

This front sheet will be detached and will not be seen by the shortlisting panel

Position applied for:
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#### PERSONAL PARTICULARS (Block Capitals)

Forename:	Middle Name/s:
Surname:	
Address:	
Post Code:	
Telephone (home/mobile/work – please specify):	
Where did you see this post advertised?	
 <b>E-mail address:</b> (As a company we are trying to reduce our Carbon footprint and would be grateful if we could contact you by e-mail – please insert email address.)	
Are there any restrictions to you taking up employment in the UK?( if yes, please provide details)	
Foreign Languages Spoken:	
Please give date when you would be available to commence employment.	

I declare that all information given on this form is correct:

Signed	Dated

This form can be made available in other formats on request. Please complete each section fully, add additional sheets if needed, do not include a C.V., It will not be considered by the shortlisting panel.

**EDUCATION AND TRAINING:** please give the names and dates of schools attended since age 11 and details of examinations undertaken/attempted.

DATES		Names and Address of School	Type of School/education provider	Examination (Subject and Grade )
From	To			

**FURTHER AND HIGHER EDUCATION:** Please give details of all further education since leaving School, including training courses and details of qualifications

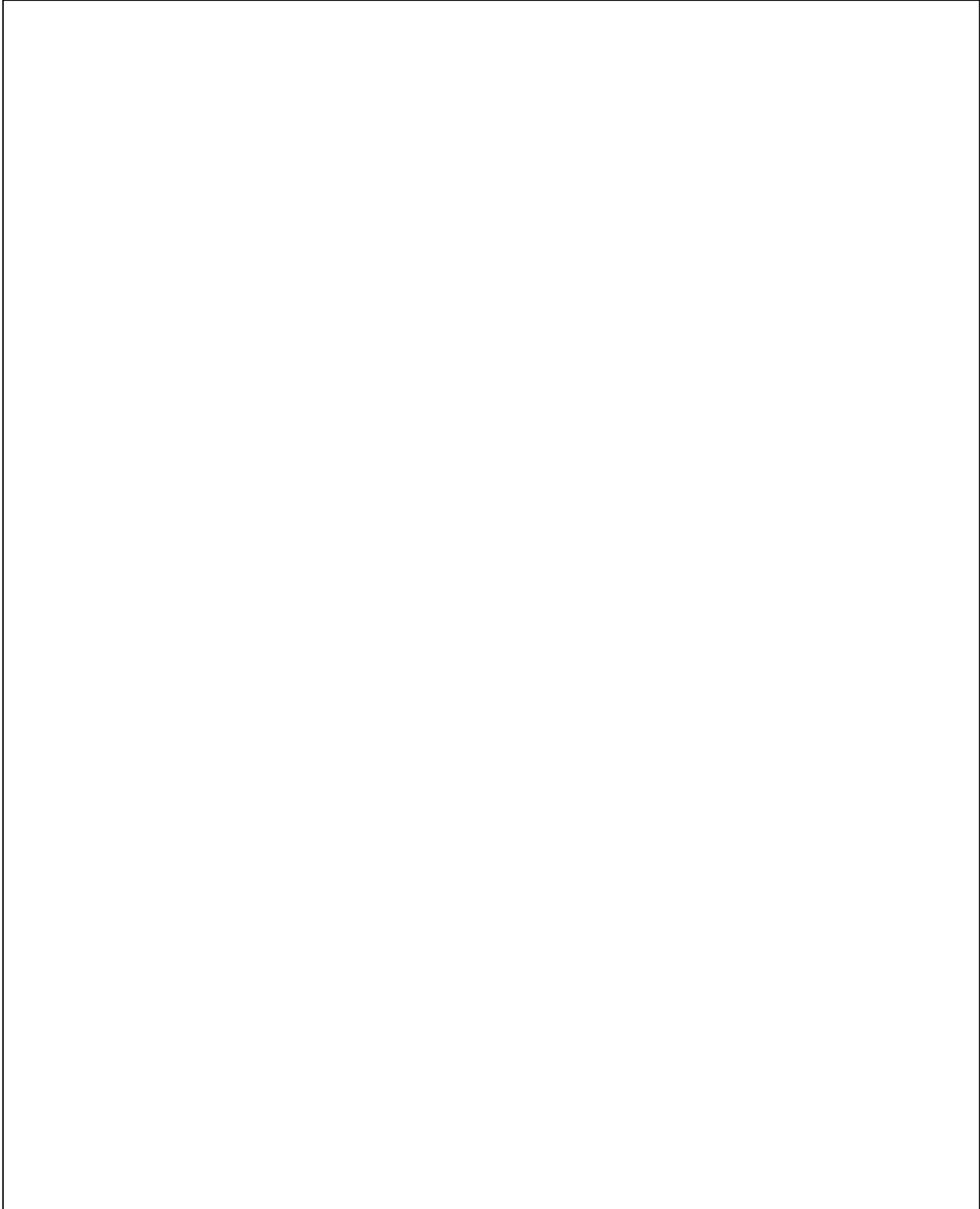
DATES		Name & Address of University or College;	Subjects Studied.	Qualifications Obtained.
From	To			

**PAID OR UNPAID EMPLOYMENT:**

<b>Current employment:</b>				
Dates From    To		Name and address of employers.	Job title & summary of duties	Reasons for leaving
<b>Previous employment:</b>				
Dates From    To		Name and address of employers.	Job title & summary of duties	Reasons for leaving

**PERSONAL STATEMENT IN SUPPORT OF APPLICATION:**

Please give a concise account of why you think you should be considered for the post. Give Details of present duties, and any relevant experience and training and any additional information you may wish to be considered in support of your application and any other relevant information you would like to provide. When completing this section please refer to both the Job Description and Person Specification. Please continue on separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement in support of their application. The box occupies most of the page below the instructions.

**REFEREES:**

As satisfactory references are part of our recruitment process, please provide email addresses for referees wherever possible to enable a prompt response. Alternatively, please provide names, addresses and contact numbers of referees if an email address is not available. References will be taken up for shortlisted candidates only.

Name:	Name:
Address	Address
Tel: Email:	Tel: Email:
In what capacity do you know the above?	In what capacity do you know the above?
If you do not wish the referee to be contacted prior to interview enter X in the relevant box: <input type="checkbox"/> Do Contact <span style="margin-left: 200px;"><input type="checkbox"/> Do Not Contact</span>	

Any conditional offer of work is subject to the receipt of satisfactory references and DBS checks.

The amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 (2013) provide that certain spent convictions or cautions are “protected” and are not subject to disclosure and cannot be taken into account.

If you are invited to an interview will you need us to make any reasonable adjustments for you to attend?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify .....
Declaration ( please read carefully before submitting this application 1. I confirm that all the above is complete and correct and that any untrue or misleading information will give my employer the right to terminate my employment 2. I agree that should I be successful in this application, I will be required to obtain an enhanced disclosure from the Disclosure & Barring Service and should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.	
Signature _____ Full Name _____ Date _____	

**If you do not receive a reply within eight weeks please assume that on this occasion your application has been unsuccessful but your details will be held on file until a suitable position becomes available. This does not affect any future positions that you may wish to apply for.**



**FOR OFFICE USE ONLY.**

Interviewed by:

Date:

Details:

Decision:            Accept     Reject

Reasons:

References sent:  
Received in return:

Identity and Qualifications checked?  
Documents seen and by whom:

DBS:                        Cleared