# Personal Details

**Title:**

Title: (Please Circle)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Miss | Mr | Mrs | Ms | Mx | Other |

|  |  |
| --- | --- |
| **Other Title:** |  |

|  |  |
| --- | --- |
| **First Name:** |  |

|  |  |
| --- | --- |
| **Last Name:** |  |

|  |  |
| --- | --- |
| **Previous Name(s):** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **Town or City:** |  |

|  |  |
| --- | --- |
| **County:** |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Country:** |  |

|  |  |
| --- | --- |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Preferred Contact Number:** |  |

|  |  |
| --- | --- |
| **NI Number:** |  |

|  |  |
| --- | --- |
| **Have you the right to work in the UK:** |  |

*Are you an internal candidate currently employed by the employer?*

|  |  |
| --- | --- |
| **Internal applicant: (Please Circle**) | Yes No |

# Education & Qualifications

*Please add additional rows to enter additional Education & Qualifications. Please name any Education Institution or professional body in full.*

## [If required, please copy and paste multiple copies of this section]

|  |  |
| --- | --- |
| **Name of School / College / University** |  |

|  |  |
| --- | --- |
| **Qualifications and Grades:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| **Date attained:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Attended From:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Attended To:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
|  |  |
| **Name of School / College / University** |  |

|  |  |
| --- | --- |
| **Qualifications and Grades:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| **Date attained:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Attended From:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Attended To:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |

|  |  |
| --- | --- |
|  | |
| **Name of School / College / University** |  |

|  |  |
| --- | --- |
| **Qualifications and Grades:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| --- | --- |
| **Date attained:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Attended From:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Attended To:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |

# Training & Memberships

*Please enter details of your Membership of Professional Bodies and any other relevant training.*

|  |  |
| --- | --- |
| **Name** |  |

|  |  |
| --- | --- |
| **Membership/Grade** |  |

|  |  |
| --- | --- |
| **Date joined/attained** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Examination taken? (Please Circle)** | Yes No |

|  |  |
| --- | --- |
| **Name** |  |

|  |  |
| --- | --- |
| **Membership/Grade** |  |

|  |  |
| --- | --- |
| **Date joined/attained** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Examination taken? (Please Circle)** | Yes No |

# Employment History

*Please explain any gaps in employment of three or more months.*

## [If required, please copy and paste multiple copies of this section]

|  |  |
| --- | --- |
| **Start Date:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **End Date:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Employer Name:** |  |
| **Address:** |  |
|  |  |
| **Town or City:** |  |
|  |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Job Title:** |  |

|  |  |
| --- | --- |
| **Duties and Responsibilities:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Reason for Leaving:** |  |
| **Salary** |  |
|  |  |
| **Start Date:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **End Date:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |
| **Employer Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **Town or City:** |  |

|  |  |
| --- | --- |
| **County:** |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Country:** |  |

|  |  |
| --- | --- |
| **Job Title:** |  |

|  |  |
| --- | --- |
| **Duties and Responsibilities:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Salary:** |  |

# Relevant Experience/Job Related Skills

***Supporting Statement***

*Refer to the job description and each point in the person specification, focusing on the essential criteria. In all situations it is*

*advisable to give as much information as you can about why you think you are suitable for the job, giving clear examples*

*of experience to demonstrate your capabilities.*

**References**

*Please give the names and addresses of two people who will provide a reference.*

*If you have previously been employed, at least one reference should be from your current/last employer, but references*

*from school/colleges are also acceptable.*

*If you have not previously been employed, an educational reference will be accepted.*

A*t least one referee must have known you for a minimum of 3 years.*

**Reference 1**

|  |  |
| --- | --- |
| Name: |  |
| Position Held: |  |
| Name of Organisation: |  |
| Address: |  |
|  |  |
| Town: |  |
| County: |  |
| Postcode: |  |
| Country: |  |
| Telephone: |  |
| Email: |  |
| In what capacity does the referee know you?: |  |
| May we contact prior to interview?:  (Please Circle) | Yes No |

**Reference 2**

|  |  |
| --- | --- |
| Name: |  |
| Position Held: |  |
| Name of Organisation: |  |
| Address: |  |

|  |  |
| --- | --- |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Town: |  |
| County: |  |
| Postcode: |  |
| Country: |  |
| Telephone: |  |
| Email: |  |
| In what capacity does the referee know you?: |  |
| May we contact prior to interview?:  (Please Circle) | Yes No |

**Other Details**

## Driving Licence

*Do you hold a full UK Driving Licence?*

|  |  |
| --- | --- |
| Please select (Please Circle) | Yes No |

|  |  |
| --- | --- |
| *Please state any date(s) when you would*  *be* ***UNABLE*** *to attend an interview.* |  |
|  |

*If you are invited for an interview, please give details of any special arrangements that you require.*

|  |  |
| --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Please select the earliest date you could start.*

|  |  |
| --- | --- |
|  | \_\_\_/\_\_\_/\_\_\_\_\_\_ (DD/MM/YYYY) |

# Rehabilitation of Offenders Act 1974

*All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the*

*Exceptions Order 1975 (2013 & 2020) provide that 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 Ministry of Justice website or see:* [*www.nacro.org.uk*](http://www.nacro.org.uk/)

*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 you’re*

*application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service*

*before your appointment is confirmed.*

# Diversity Monitoring

*To help us ensure that our equal opportunities policy is fully and fairly implemented please complete this section of the*

*monitoring form. The information provided is kept separately from the remainder of your application and is not seen*

*by anyone involved in short listing either during or after the recruitment process.*

## Age Group

## Age Group: (Please Circle)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16-20 | 21-25 | 26-35 | 36-45 | 46-55 |
| 56-59 | 60 and over |  |  |  |

## Gender

*Please select the appropriate entry from the list provided*

Gender: (Please Circle)

|  |  |  |
| --- | --- | --- |
| Female | Male | Prefer not to say |

## Gender Identity

## *Is your gender identity:*

Please select (Please Circle)

|  |  |  |
| --- | --- | --- |
| Same as birth | Different from birth | Prefer not to say |

## Ethnic Origin

*How would you describe your ethnic origin? (Please select the appropriate entry from the list provided)*

Ethnic Origin: (Please Circle)

|  |
| --- |
| Asian Bangladeshi |
| Asian Indian |
| Asian Nepali |
| Asian Other |
| Asian Pakistani |
| Asian Chinese |
| Asian Filipino |
| Arab |
| Black African |
| Black Caribbean |
| Black Other |
| Gypsy/Irish Traveller |
| Mixed Other |
| Mixed: White & Asian |
| Mixed: White & Black African |
| Mixed: White & Black Carribean |
| White English/Welsh/Scottish/Northern Irish/British |
| White Irish |
| White Other |
| Other Ethnic Group |
| Prefer Not To Say |

## Religion

*Which of the following best represents your religion/belief?*

Religion: (Please Circle)

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | None | Other |
| Prefer Not To Say |  |  |  |

## Sexual Orientation

*Which of the following best represents your sexual orientation?*

Sexual Orientation: (Please Circle)

|  |  |  |
| --- | --- | --- |
| Bisexual | Homosexual/Gay | Heterosexual/Straight |
| **Prefer Not To Say** |  |  |

**Disability Discrimination Act**

*Do you consider yourself to have a disability?*

(Please Circle)

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |

## [If required, please print and attach multiple copies of this section]

### Disabilities

*Please detail any disabilities.*

Disability (Please Circle)

|  |  |
| --- | --- |
| Physical impairment | Other |
| Prefer not to say | Sensory impairment |
| Learning difficulties | Mental health condition or illness |
| Genetic and progressive condition |  |

Disability (Please Circle)

|  |  |
| --- | --- |
| Physical impairment | Other |
| Prefer not to say | Sensory impairment |
| Learning difficulties | Mental health condition or illness |
| Genetic and progressive condition |  |

**What is your main language?**

Please select (Please Circle)

|  |  |
| --- | --- |
| English | Other (including British Sign Language) |
| Prefer Not To Say |  |

Declaration

By ticking this box I declare that all the information set out in this application form is complete and accurate and I understand that any offer of employment is subject to: a) References which are satisfactory b) A satisfactory DBS certificate and check of the Barred list c) The entries on this form proving to be complete and accurate and d) A satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand that false information may render me liable for dismissal if I am appointed.

By ticking this box and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018.

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