

Employment Application Form

(for posts that are exempt from the Rehabilitation of Offenders Act 1974).

The post you are applying for is **EXEMPT** from the Rehabilitation of Offenders Act (1974).

This means that you are required to give details of any 'spent' and 'unspent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

Please see **Section H** of this form.

How to fill in this form

- ◆ Read all the information and guidance notes before you complete this application form
- ◆ Type or write neatly in black ink, as this form will be photocopied
- ◆ We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know
- ◆ Do not attach a CV, as it will not be considered
- ◆ Answer all the questions
- ◆ Do not write on the back of pages, if necessary continue on a separate sheet if you do not have enough room for your answers

If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.

A. Job Applied For

Post Title:

Full Name:

Do you need permission to work in the UK?

Have you ever lived or worked outside the UK? If yes please provide details below:

B. Personal Information

Title: Ms. Miss Mrs. Mr. Other:

Surname: Forenames:

Previous Surname (if applicable):

Known as/preferred name (if different from above):

National Insurance Number:

QTS Status and Number (if applicable):

Address:
Post Code:

Telephone No. Day:

Telephone No. Evening:

Email address:

May we contact you during the day? Yes No

Do you require a work permit? Yes No

Do you have a current driving licence? Yes No

C. Employment History

Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including any relevant voluntary or unpaid work. Please include ALL periods of unemployment.

Employers name and address	Dates of employment (with month/year)		Job Title and Salary	Reason for Leaving
	From	To		
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	
			Title: Salary	

Please continue on a separate A4 sheet if necessary.

D. Breaks in Employment History

If you have had any breaks in employment since leaving school, give details of those periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.

[Empty box for providing details of breaks in employment history]

Please continue on a separate A4 sheet if necessary.

E. Education and Qualifications

Please give details of your Education – schools, colleges, universities attended and any qualifications obtained, including membership of any professional bodies.

School/College/University	From (mm/yy)	To (mm/yy)	Qualification	Grade	Date (mm/yy)

Please add additional rows if necessary.

F. Training and Development

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'

Activity	Dates	Qualifications

Please add additional rows if necessary.

G. Personal Statement

Please explain how you meet the points on the job description and person specification, and what makes you suitable for this job. Please ensure your responses demonstrate how your knowledge, experience, skills and abilities meet the requirements of the job. This is a very important part of the information you supply us. Please write no more than two sides of A4 (in times roman, font size 11) detailing:

H. Rehabilitation Offenders Act (1974)

Please read the guidelines on applying for a post before you complete this section.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) 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 Disclosure and Barring Service website - <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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.

I am not disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC):

Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signed:

Date:

I. References

Please provide the following information for at least 2 referees. One of which should be your current or most recent employer. Please also provide details of ALL organisations involving working with children or establishments providing services for children. If you have not been employed before, please give details of teachers/ lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our ongoing commitment to Safer Recruitment Practices

Name: Current/most recent employer:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Capacity Known:

Current Manager

Previous Manager

Other

Name: Preferably another employer:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Capacity Known:

Current Manager

Previous Manager

Other

Name:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Capacity Known:
Current Manager Previous Manager Other

Name:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Capacity Known:
Current Manager Previous Manager Other

Can we contact your referees prior to interview?

Yes No

Equalities Monitoring Form

Your answers will be treated in the strictest confidence. The information you provide will only be used for monitoring purposes and to assist us with improving our recruitment process to ensure we are reaching all sections of the community.

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
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ABOUT YOU	What is your ethnic group? Please choose one selection from (a) to (f) and then tick the appropriate box to indicate your cultural background.
a) White	<input type="checkbox"/> English/ Welsh/ Scottish/ Northern Irish/ British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background
b) Mixed/Multiple ethnic groups	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/Multiple ethnic background
c) Asian/Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background
d) Black/African/ Caribbean/Black British	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/ African /Caribbean background
e) Other ethnic group	<input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group
f)	<input type="checkbox"/> Prefer not to say

ABOUT YOU	Do you consider yourself disabled?		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

ABOUT YOU	Please select your age group										
16 – 19	<input type="checkbox"/>	20 – 29	<input type="checkbox"/>	30 – 39	<input type="checkbox"/>	40 – 49	<input type="checkbox"/>	50 – 59	<input type="checkbox"/>	60 and over	<input type="checkbox"/>

ABOUT YOU	How would you describe your sexual orientation? Please tick one box only.		
Heterosexual/straight	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

ABOUT YOU	What is your faith/religion/belief? Please tick one box only.		
Agnostic	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other. Please specify	
Hindu	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Declaration

I confirm that to the best of my knowledge the information given in this employment application is true and correct and can be treated as part of a subsequent contract of employment.

Signature:

Date:

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