



APPLICATION FORM

Application for the post of

Closing Date:

First Name: Surname:

Address:

.....

Home Number: Mobile No.:

Work No..... Can we ring you at work? Yes No

Email address:

Please provide the names of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer, lecturer/teacher. Please do not use relatives, partners or friends as referees.

Name:

Position Held and relationship:

Organisation name and

Address

Telephone No:

Email address:

May we contact the referee before interview? Yes No

Name:

Position Held and relationship:

Organisation name

Address

Telephone No:

Email address:

May we contact the referee before interview? Yes No

Qualifications achieved (start with most recent)

<u>Secondary Schools, Colleges, Universities</u>	<u>From</u>	<u>To</u>	<u>Brief details of course and qualifications taken:</u>	<u>Grade</u>

Study currently being undertaken:

<u>Secondary Schools, Colleges, Universities</u>	<u>From</u>	<u>To</u>	<u>Brief details of course and qualifications taken:</u>	<u>Grade</u>

Professional or other qualifications, apprenticeships, memberships of professional organisations:

.....

Other training you have received which you consider relevant:

.....

Employment History:

Current/most recent employment:

Name and address of employer:

.....

Date Started: Notice Required:

Job Title: Basic Salary per annum:

Brief description of duties:

Reason for leaving:

Other employment/career history starting with most recent:

For posts which involve working with children, please give full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary)

<u>Post</u>	<u>From</u>	<u>To</u>	<u>Employer/Organisation name and address:</u>	<u>Reason for leaving</u>

Please give details of other interests including involvement in voluntary organisations which you consider relevant:

.....

Experience/relevant skills

Having read the job description/requirements, please state how your experience and achievements to date would make you a suitable candidate for this post. Please provide examples of how you meet these. If you need to continue beyond this page of the form please use A4 sized white paper.

Recruitment monitoring form – confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment, As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our aim by completing the following questions:

Position Applied for:

Name (forename(s) and surname in full):

Date of birth Age

If you are invited to attend for interview or take up employment and require special arrangements please give details below:

.....

Do you consider yourself to have a disability? Yes No

Gender Male Female Other.....

I would describe my race or ethnic origin as (please tick appropriate box):

White

White British

White Irish

White Other

Black

Black British

Black African

Black Caribbean

Black Other

Asian

Bangladeshi

Pakistani

Indian

Asian other

Chinese

Chinese

Chinese other

Mixed

White and Black Caribbean

White and Black African

White and Black Asian

Other please state:

This Post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Records Disclosure will be required for this position.

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974

Have you ever been convicted cautioned or reprimanded for a criminal offence? Yes No

Are you on any of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority? Yes No

If YES, please give details and date(s) in the space provided

.....

Do you need a permit to work in the UK? Yes No

National Insurance Number

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website etc.).

.....

I consent to Tysoe Children's Group, to hold the data in the equal opportunities section of this form in your database and manual file.

Signature of Applicant:

Date:

