



Job Application

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

Post Applied for:

Surname:

First Names:

Home Address:

Email Address:

Home Phone:

Mobile Phone:

Where did you see this post advertised?

Please give any details of special arrangements you may require to attend an interview:

Education: (Include Part time and Adult Education Courses)

<u>School/College</u>	<u>Qualification Given</u>	<u>Date Awarded</u>
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Other Skills: (Music, Art, Languages etc.)

Supporting Information:

Please give details of any experience that you feel is relevant to the job or any information you think may assist us in deciding your suitability for the job. When completing this section please refer to the Person Specification and describe how you meet **each** of the listed criteria in both the Essential and Desirable lists. Eg Training and Qualifications, Experience, Knowledge and Abilities. Use additional sheets if necessary.

Please use the space below to explain any gaps in employment:

Right to work in the UK

Do you have the right to work in the UK?

YES/ NO

If you are not a British or European Union National, are you entitled to take up employment in the UK?

YES/ NO

Do you have a work permit?

YES/NO

If yes, please specify the terms of this permit and the expiry date.

Please note that if successful in securing an interview, you will be asked to provide proof of your eligibility to work in the UK along with qualifications relevant to the post to which you are applying.

Other:

Do you hold a full, clean driving licence?

YES/ NO

Are you a car owner?

YES/ NO

If you do not intend to drive to work, how will you get there?

Referees:

Please give the name of two people who would be willing to give you a reference. These should, if possible include your most recent employer and must not be relatives. Only the references of the successful candidate will be taken up.

1.

Name:

Occupation:

Address:

Tel:

2.

Name:

Occupation:

Address:

Tel:

Working with Children: Convictions and Disclosure:

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this act. The information you give will be trusted in confidence and will only be taken into account in relation to an application where this exemption applies.

The disclosure of a criminal record will not debar you from appointment unless the company considers that the conviction renders you unsuitable for employment. In making the decision we will consider the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factor, which may be relevant. Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed.

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. It is therefore necessary for you to answer the following Question.

Have you ever been convicted of a criminal offence by a court of law?

Yes / No

If the answer to the above is YES please complete the following

<u>Date</u>	<u>Place</u>	<u>Offence</u>	<u>Sentence</u>
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I confirm that the information given on this form is to the best of my knowledge accurate, true and complete. I understand that any false statements may be sufficient cause for rejection or if employed, summary dismissal.

Signed:

Dated: