APPLICATION FORM

BROOMHAUGH SQUIRREL’S OUT OF SCHOOL CLUB

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| **Post applied for:** |

PERSONAL DETAILS

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| --- | --- | --- | --- | --- |
| Surname: | | First name(s): | | |
| Former or changed name(s): | | | | |
| Date of Birth: | | | Current Address: | |
| National Insurance Number: | | |
| Home Tel: | | |
| Work Tel: | | |
| Email: | | | | Post Code: |
| Do you consider yourself to have a disability? | | | | Yes / No |
| Please tell us about any reasonable adjustment you need to help you with your employment application, and |  | | | |
| Please tell us about any reasonable adjustment you need to help you do the job for which you are applying. |  | | | |

CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER

|  |  |  |
| --- | --- | --- |
| Employer’s name | Position held | |
| Employer’s address | | Date started |
|  | | Date finished |
|  | | Reason for leaving |
| Salary | | Other Benefits |

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| Brief description of duties, responsibilities etc |

ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

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| From | To | Name and address of employer | Position held | Reason left |
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PERIODS NOT IN EMPLOYMENT – for all periods not in employment please provide reason including dates

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| From | To | Reason |
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EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

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| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award |
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FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION

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| OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies) |
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REFERENCES

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| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. Please note that requests not to contact the referee prior to interview may be over-ruled where Safeguarding rules apply. References from friends or purely social acquaintances are unacceptable. |

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| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

CRIMINAL RECORDS

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| Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.  A letter X in the vacancy number indicates that the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts the successful candidate will be required to disclose any ‘spent’ convictions and any offer of appointment is conditional upon the successful candidate producing an acceptable Criminal Records disclosure.  **CRIMINAL RECORDS DECLARATION – FOR POSTS MARKED WITH AN X IN VACANCY NUMBER ONLY**  I confirm that **I am not** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  I confirm that **I am** on Section 142 of the Education Act, and/or disqualified or barred from working with children and/or vulnerable adults, or have been subject to sanctions imposed by a regulatory body and/or have ‘spent’ or ‘unspent’ convictions, cautions, reprimands, warnings or bind-overs and have attached details in a sealed envelope marked ‘’private and confidential – appointing officer only’’.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….…… |