



APPLICATION FOR EMPLOYMENT

Please complete the following in **BLACK INK**.

1. Personal Details

Last Name		First Name(s)	
Former Name(s)		Date of Birth	
Telephone (Day)		Telephone (Evening)	
Email Address		National Insurance Number	

2. Address Details

Provide your address details for the last 5 years with dates, starting with your current address.

Address	Dates

3. Education

Provide details of your education.

School/College/Other	Qualification	Dates



4. Professional Qualifications/Awards

Provide details of any professional qualifications/awards you hold. Continue on a separate sheet if necessary, and attach.

Qualification/Award	Awarding Body	Date of Award

5. Membership of Professional Bodies

Provide details of all Professional Bodies you are registered with, including Criminal Records Bureau and the Independent Safeguarding authority if applicable.

Professional Body	Registration Number	Date of Reg.

6. Employment Record

Provide details of your employment history to date, in chronological order starting with the most recent. Include all part-time and voluntary work. Continue on a separate sheet if necessary.

Company/Organisation	Reason for Leaving	Dates



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7. Criminal Record

Posts that involve working with children are exempt from the Rehabilitation of Offenders Act 1974 and you must declare any convictions, cautions and bind-overs, including any that would be normally regarded as 'spent'.

Have you been convicted of a criminal offence? **Yes / No (please circle)**

If **YES**, please provide details on a separate sheet that can be returned to you in a sealed envelope. We will not keep a copy of this information. Include details of the nature of the offence and the penalty.

8. Right to Work in the UK

In accordance with the Asylum and Immigration Act 1996 (amended in February 2008), we are required to check your eligibility to live and work in the UK. Please confirm that you will be able to provide this evidence at interview.

Yes / No (please circle)

Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme? **Yes / No (please circle)**

If **YES**, please provide details:

9. Declaration of Relationships

Provide details of any family or close relationships to existing employees or employers, including trustees.

Name	Relationship



10. Personal Statement

Provide a personal statement setting out examples of how you can demonstrate the skills, competences, personal qualities and expertise that are set out in the job description and/or personal specification. Please continue on a separate sheet if necessary. A CV will **NOT** be acceptable.

(PLEASE SEE ATTACHED DOCUMENT)

11. Referees

Provide details of two referees. One should be your current or most recent employer. At least one should be able to comment on your work with children. If you have not worked in a paid capacity, a reference from your school or college is acceptable. References from relatives or people writing solely in their capacity as a personal friend are **NOT** acceptable.

Please note: When we contact referees it will include questions about past actions or allegations in relation to behaviour with children, or to verify information. If you have concerns about us contacting these referees, then you should contact us to discuss.

Name	Capacity in which this person knows you	Address	Telephone Number

12. Declaration

I declare that:

To the best of my knowledge, all the information provided is true and accurate.

I am not disqualified from working with children, or subject to sanctions imposed by a regulatory body.



Signed	Date
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