

**Application form**

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| **Position applied for:** |

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| **Section A: Personal Details** |
| Title:  Surname: First Name:  Previous name(s):  Address:  Postcode:  Date of birth: National Insurance no:  Home telephone no: Mobile no:  Email address:  **FOR TEACHING POSTS ONLY**  GTC number:  Subjects taught:  To what level:  Please advise which examination boards you have experience with: |
| **Leisure interests** |
| Please note here your leisure interest, sports and hobbies, or other |

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| **Section B: Education and Qualifications** | | | |
| Please give details of **secondary** and **further education** including any A levels or equivalent vocational courses | | | |
| Dates (mm/yyyy)  From To | | College/other institution | Qualifications obtained and grade/level |
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| Please give details of any higher education and equivalent courses | | | | | | |
| Dates (mm/yyyy)  From To | | College/other institution | | Qualifications obtained and grade/level | | Name of awarding body |
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| Please give detailed of any other **professional**/ **vocational qualifications or training** you hold that are relevant to your application, i.e. first aid/child protection/behaviour management training | | | | | | |
| Dates obtained | | | Qualifications obtained and grade/level | | Name of awarding body | |
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| **Section C: Employment History** | |
| Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary. | |
| **Present employment** | |
| Job Title  Current salary:  Employed from:  Reason for leaving: | Employer:  Address:  Employed to: |
| **Please give a brief description of current duties, responsibilities and achievements** | |

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| **Previous employment** | | | |
| Dates (mm/yyyy)  From To | Name of employer | Job title and main responsibilities | Reason for leaving |
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| Should there be any gaps in your employment which are not covered by your education history please explain them here | |
| Dates  From To | Reason for gap |
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| **IT Skills** |
| Information given here will help us to plan training schemes |
| **Microsoft office** please indicate your level: Basic, Intermediate, Advanced  Word Excel E-MAIL  Project Powerpoint Databases  **Others**  SIMS Other*(please specify)* |

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| **Section D: References** |
| Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (NOTE: if you not currently working with children/young people but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children/young people. References will not be accepted from relatives or persons who only know you as a friend. We reserve the right to approach **any** past employer for a reference) |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Telephone no:  Email: |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Telephone no:  Email: |

Please note that we will contact these referees if you are shortlisted for this post and seek reference before or shortly after interview. In relation to work with children/young people, we will seek information about any past disciplinary issues relating to children/young people and/or child protection concerns you may have been subject to. If you have any concerns about this please contact us on 0208 859 9664 to discuss the issues.

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| **Section E: Personal Statement** |
| Using the person specification that you have been sent with your application pack, please demonstrate using examples your suitability for the position you are applying for. Please include your reasons for applying and interest in this position. |
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| List five words that best describe you:   1. 2) 3)   4) 5) |
| List the following in order of importance to you:  Career path \_\_ Money\_\_ Quality time\_\_  Other *(please specify and advise the level of importance)* |
| Who or what inspires you the most and why? |

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| For persons who are not British or EU nationals |
| If you have any conditions related to your employment please give full details:  **Please note you will be asked to provide proof of your right to work in the UK** |

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| **Section F: Personal declarations** |
| The position for which you are applying involves contact with children and young people and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or bound-over or given a caution? **YES/NO**  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.  If you are shortlisted for interview a list 99 check will be submitted to ensure you are not barred from working with children/young people.  If your application is successful you will be required to submit an Enhanced with list Disclosure and Barring Service (DBS) checks. |
| **Special Requirements** |
| Because this position involves the care of children/young people employment is dependant on the following:   1. Your written consent to obtaining an Enhanced disclosure certificate from the Criminal Records Bureau 2. Such disclosure being acceptable to us 3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available) or EU Identity card (where relevant) 4. Two satisfactory written reference 5. Evidence of physical or mental suitability for you work |
| **Declaration** (please read carefully before signing this application) |
| For purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of Wize Up relating to the subject matter of this form being processed by them in administering the recruitment process.  Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.  I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will be required to have an Enhanced disclosure.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children/young people nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false or misleading information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.  Signed:  Print name: Date:  All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. |