

HR department • Novalis Trust • 235 Westward Road • Ebley • Stroud • Gloucestershire • GL5 4SX
Alternatively, this form may be completed electronically and emailed to jobs@novalis-trust.org.uk

Applicant Name:		Mobile Number:	
Preferred Name:		Email Address:	
Former Name(s):		NI Number:	
Job Applied for:		Teacher RP Number:	
Date of Birth:		DBS Number:	
Telephone Number:		ISA Number:	
Home Address:			

Yes	No
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1. *Journal of the American Medical Association*, 2000; 284: 2689-2695.

[illegible][illegible]

Education & Qualifications

Please provide details of your complete education and qualifications. Please start with the most recent qualification at the top.

[illegible]

Continued Overleaf...

Work History

Please give details of your employment history since leaving full time education, starting with your most recent role. If necessary, please continue on a separate sheet. If you provided your services through an agency, please indicate this and provide the name and address of the agency. The Trust may approach previous employers/agencies to verify any information you have provided below.

Previous Employer/Agency	Job Title	From (Month/Year)	Until (Month/Year)	Reason for Leaving
Address:				
Address:				
Address:				
Address:				

Please continue on a separate sheet if required.

Current Salary / Salary on leaving your most recent employment:	
Notice Period required / Earliest date you will be available to start:	

If there have been any periods when you were not in employment please provide the explanation here. Please include dates (Month/Year):

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References

Please supply the names and contact details of two current or past employers who we may contact for references. One of these must be your current or most recent employer. If your current or most recent employment does not involve working with children/vulnerable adults but you have worked with children/vulnerable adults in the past, then your second referee should be from your employer with whom you most recently worked with children/vulnerable adults. Neither referee should be a relative or someone known to you solely as a friend. If you do not have two previous employers please provide character references instead, for example from a teacher.

If you have worked with children/vulnerable adults, your employer will be asked about disciplinary offences/concerns relating to their client groups including any for which the penalty has expired.

First Referee – Your current or most recent Employer				
Name:		Organisation Name:		
Position:		Telephone:		
Address:				
Can this referee be contacted prior to interview?			Yes:	No:

Second Referee				
Name:		Organisation Name:		
Position:		Telephone:		
Address:				
Can this referee be contacted prior to interview?			Yes:	No:

Personal Statement

Please explain why you want this job and what qualities you could bring to it:

Health

The Trust is an equal opportunities employer and welcomes applications from all candidates. The purpose of some of the questions below is to ensure that the Trust complies with its duties under safety and discrimination legislation and to enable it to consider any adjustments that may need to be made.

Roles involving contact with young people/vulnerable adults (mainly care, teaching, therapy and activity based roles) all require a good level of physical and mental fitness to provide safe care for the client groups. This involves training in physical restraint techniques, the ability to carry out physical restraints and the physical ability to assist clients with mobility and other difficulties. Any problems relating to your back, neck, shoulders, arms, legs, knees or ankles must be disclosed. For all positions, please disclose any physical or mental conditions which may affect your ability to carry out your role.

How would you describe your attendance at work?

Do you have any current or prior condition(s) (physical or mental) which may affect your ability to carry out the role?	Yes		No	
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If yes, please provide details:

Are there any special arrangements you might require to attend an interview? If yes, please provide details:	Yes		No	
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Other Experience & Interests

Please refer to other experiences (e.g. community or volunteer experience) and interests/hobbies that may be relevant to the position:

Criminal Convictions

If you are called for interview, you will be required to complete an Enhanced Criminal Records Check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the Trust on request).

Because of the nature of the work at Novalis Trust, the Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Trust's objective assessment procedure (which is available on request).

Have you ever been convicted by the courts of a criminal offence?	Yes	No	
Have you ever been cautioned by the police or been the subject of a bind-over order?	Yes	No	
Are you the subject of any pending court action or prosecution?	Yes	No	
Have you ever received a reprimand or warning from the police?	Yes	No	

If the answer to any of the above question is "yes", please provide details on a separate sheet (including approximate dates, the offence and the court or police force which dealt with it) and put it in a sealed envelope marked "confidential" and return it to the Trust with your completed application form.

Recruitment Policy

It is the Trust's policy to employ the best qualified personnel and provide equal opportunities for the development of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, religious belief, disability, age, gender, or marital status/civil partnerships.

All posts within the Trust are subject to a probationary period.

The Trust is committed to safeguarding and promoting the welfare of children/vulnerable adults and young people and expects all staff and volunteers to share this commitment.

A copy of the Trust's full recruitment policy and procedure is available from www.novalis-trust.org.uk or on request

If your application is successful, the Trust will retain the information provided on this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be destroyed after 6 months. However, please indicate below if you would like the Trust to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the Trust to retain your details if your application is unsuccessful?	Yes	No	
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Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not disqualified from working with children/vulnerable adults or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

Signed: Date: