|  |  |
| --- | --- |
| **Position Applied For:** |  |

Kedleston Group is an equal opportunities employer and your application for employment will be assessed solely on its merits. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

**1. PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname / Family Name** |  | **Forename(s)** |  |
| **Maiden / Former Name(s)** |  | **Title:** | *Mr Mrs Miss Ms Other (circle)* |
| **Address** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Home Tel. No.** |  | **Mobile Tel No.** |  |
| **Email Address** |  | | |
| **N.I. Number** |  | **Date of Birth** |  |

|  |  |  |
| --- | --- | --- |
| **Please indicate whether you have any family or close relationships with existing employees or employers of Kedleston UK?** | | **Yes / No** |
| **If Yes, please give details** |  | |

|  |  |
| --- | --- |
| *DfE Reference No.:* | *Social Work Reference No.:* |
| *For Qualified Teachers Only* | *For Registered Social Workers Only* |

|  |  |
| --- | --- |
| Are you registered with the GTC for England? *(Teachers Only)* | **Yes / No** |
| Do you have Qualified Teacher Status (QTS)? *(Teachers Only)* | **Yes / No** |
| Do you have Qualified Teacher Learning and Skills Status (QTLS) *(Teachers Only)* | **Yes / No** |

|  |  |  |
| --- | --- | --- |
| Do you hold a full and valid driving licence? | | **Yes / No** |
| Do you own a roadworthy motor vehicle? | | **Yes / No** |
| Summary of Entitlement *(e.g. B,BE,C1,C1E,D1,D1E, f,k,l,n,p)*: | | |
| Do you have any endorsements?\* | | **Yes / No** |
| If Yes, please give details |  | |

**2. EDUCATION & TRAINING** Proof of professional and/or relevant qualifications will be required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Education** | **Dates**  **(From /To)** | **Qualifications\*** | **Grade/Level** | **Date of Award** |
|  |  |  |  |  |
| **Further / Higher Education** | **Dates**  **(From /To)** | **Qualifications\*** | **Grade/Level** | **Date of Award** |
|  |  |  |  |  |

**Other Relevant Training** e.g. Child Protection, Health & Safety, First Aid, Team-Teach, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Organisation** | **Course Title / Qualification\*** | **Course Duration** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**3. REHABILITION OF OFFENDERS ACT 1974**

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence at any time?** | **Yes / No** |
| **If Yes, please provide full details of any convictions (incl. those that could be regarded as 'spent' under the Act)** | |

|  |  |  |
| --- | --- | --- |
| **Details of Conviction/Caution/Reprimand/Warning** | **Date** | **Sentence** |
|  |  |  |
|  |  |  |
|  |  |  |

\*Please continue on a separate sheet if necessary.

**4. CURRENT OR MOST RECENT EMPLOYER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name** |  | | | |
| **Contact Name:** |  | | **Contact Tel. No.** |  |
| **Address** |  | | | |
|  |  | | | |
|  |  | **Postcode** | |  |
| **Telephone No.** |  | **Fax No.** | |  |
| **Date started\*** |  | **Current Salary** | |  |
| **Date finished** |  | **Notice required** | |  |
| **Job Title** |  | | | |
| **Specific reason**  **for leaving** |  | | | |

|  |  |
| --- | --- |
| **Key Duties/Responsibilities** |  |
|  | |

**5. EMPLOYMENT HISTORY**

*Please provide a full employment history (including part time, temporary and voluntary work) in chronological order since leaving secondary education.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

*\* Please state starting/ finish* ***day*** (1st, 2nd, etc) *of employment, wherever possible.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **Name and Address** | **Job Title & Key Duties/Responsibilities** | | | |
|  |  | | | |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  | | | |

*Continue on a separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Please explain any gaps in your employment history since leaving secondary education***  *(excluding periods of full-time education highlighted above). e.g. unemployment, ill health, family commitments etc.* | | | |
|  | | | |
| Have you ever been subject to any disciplinary procedures / allegations related to children or vulnerable adults during your employment history? | Yes | No | N/A |
| If Yes, please give details | | | |
|  | | | |

**6. STATEMENT OF COMPETENCE FOR THE ROLE**

This is an opportunity for you to demonstrate your suitability and competence for the role advertised. Please fill in the section below, comprehensively detailing real life examples which demonstrate that you have the skills, knowledge and experience required to carry out the roles and responsibilities associated with the job.

|  |
| --- |
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**7. LEISURE INTERESTS** including hobbies, recreational achievements, membership of clubs/organisations etc.

|  |
| --- |
|  |

**8. REFERENCES**

Please provide details of two professional referees, one of whom must be your current or most recent employer. The two referees should be from different organisations wherever possible. Please note that character references will not be accepted. References may be taken at any time during the recruitment process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  |  |
| **Position** |  |  |  |
| **Address** |  |  |  |
| **Postcode** |  |  |  |
| **Telephone No.** |  |  |  |
| **Email Address** |  |  |  |
| **Time known** |  |  |  |
| **Capacity in which known** |  |  |  |

**9. DECLARATION**

Kedleston Group Ltd stores and processes data in accordance with the Data Protection Act 1998. I understand that the details I have provided on this form and other associated documents will be stored and processed in accordance with Kedleston’s recruitment procedures. In completing this form I give my consent for the details to be to be used for this purpose.

I declare that I am not barred from working with children or vulnerable adults, or subject to a prohibition order issued by the Secretary of State.

I hereby declare that to the best of my knowledge the details given in this application form are true.

I understand that failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |