Application Form

Please complete all parts of this application form thoroughly.

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you first learn of this vacancy?  |  |

**Personal and contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| Forename/s |  | Former name/s (if applicable) |  |
| Home address |  | Tel no. |  |
| Mobile no. |  |
| Postcode |  | Email address |  |
| Date of Birth |  | NI Number |  |

**Entitlement to work in the UK**

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| --- |
| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – Please confirm that you have the right to work in the UK:❑ Yes ❑ No If applicable, please give details of any restrictions: |

**References**

In order to comply with the Children’s Homes Regulations (England) 2015, Schedule 2, we will need to seek a minimum of two references covering the most recent three years of employment, plus all organisations where you have worked or volunteered with children or vulnerable adults.

Please ensure you provide sufficient details in your work history below so we can contact your previous employers for a reference as required. If you would like to provide an additional referee (such as for a character reference) please do so at the end of the form.

We will only seek references once we have obtained your consent to do so.

**Current Employment** (or most recent employment if not currently employed)

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Job title |  |
| Start date |  |
| Finish date (if applicable) |  |
| Please give a brief description of current duties, responsibilities and achievements |  |
| Current / Last Salary |  |
| Reason for leaving |  |
| Notice period (none if available immediately) |  |
| Contact name and position in company for references |  |
| Contact relationship to you |  |
| Contact email address and phone number |  |

**Previous Employment/ Voluntary Work/ Gaps in Employment/ Period abroad**

* Please list **all your employment history from the June after, or around the time, you turned 16** (I.e. after completing secondary school).
* **Please include any voluntary work, period of non-employment and any periods abroad including employment and country.**
* Please include all UK and abroad employers and volunteering organisations**, with no gaps larger than two weeks** (E.g. if you were in full-time education, took time out for parental leave, were looking for another job, lived abroad - please state this.)
* For the most recent five years, **please specify the full start and end dates (I.e. DD-MM-YYYY – DD-MM-YYYY).**
* Prior to five years ago, month and year will suffice (I.e. MM-YYYY).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and full address of employer/ details of non-employment** | **Job title** | **Start date** | **End date** | **Reason for leaving and salary upon leaving** |
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**Additional Referees**

Please use this space for details of referees in addition to previous employers provided above. If you have no further referees to add, please leave this blank. **Please ensure your referees cover the previous 3 years of employment.**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Relationship to candidate |  |  |
| Position |  |  |
| Company name |  |  |
| Address |  |  |
| Post code |  |  |
| Telephone number |  |  |
| Email address |  |  |

**Education**

Please provide details of your education from compulsory schooling onwards. This should also include international education if applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school, college and/or university and address** | **Level** | **Subject/s** | **Grade** | **Years started and finished** |
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**Membership of professional associations or statutory body**

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| --- | --- | --- |
| **Organisation name** | **Level of membership/ role/ registration no. (if applicable)** | **Registration Date** |
|  |  |  |
|  |  |  |
| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK? If Yes – please provide details in a sealed envelope and attach with this form | ❑ Yes ❑ No  |

**Other training and development (including professional, vocational or job-related training)**

|  |  |
| --- | --- |
| **Title and brief description of course** | **Date** |
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**Special arrangements for interview**

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| If selected for interview, do you require any special arrangements to be made on account of a disability? Please let us know information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010. |

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| **Personal Statement (Max 2 sides)**Please provide specific information to support your application including why you want to work with children and how your experiences will equip you for the role. Please give examples from work experience and voluntary work. As this work can be demanding, please explain how you manage personal stress and have developed personal resilience.  |

**Additional Information**

Some of our homes are in remote locations. It is a requirement that all our team hold a full, UK driving licence and access to their own vehicle.

**Please confirm that you have access to your own car:**

❑ Yes ❑ No

If applicable, please give details of any endorsements on your licence:

**Please confirm that you hold a full, current, manual, UK driving licence:**

❑ Yes ❑ No

**Please confirm that this will be your only employment:**

❑ Yes ❑ No

If not, please provide details of your other employment including address, industry, hours and days of work:

**Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?**

❑ Yes ❑ No

If so, please provide details:

**Have you been dismissed from any previous employment?**

❑ Yes ❑ No

If so, please provide details of the employer and the events surrounding your dismissal:

**Do you know anyone who is currently working for Edison Education?**

(Please include details of any relatives, friends or previous colleagues.)

❑ Yes ❑ No

If yes, please provide details:

**Have you worked for Edison Education previously (including through an agency)?**

❑ Yes ❑ No

If yes, please provide details:

**Do you have any existing holidays or other leave commitments planned for the next 6months (including with the armed services, public duty commitments or any time off for health-related procedures)?**

❑ Yes ❑ No

If yes, please provide details:

**Are there any dates you are not available for an interview?**

❑ Yes ❑ No

If yes, please provide details:

**Have you applied or attended an interview with us before?**

❑ Yes ❑ No

If yes, please provide details:

**Have you received a vaccination for Covid-19?** (optional)

❑ Yes ❑ No ❑ Prefer not to disclose.

**Safeguarding, DBS and Overseas Police Checks**

**Enhanced DBS Check**

All posts defined as ‘regulated activity’ are subject to an Enhanced DBS check so that any criminal background (including ‘spent’ convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post, we will ask the DBS for an enhanced DBS disclosure with a check of the child’s barred list.

The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). **For this position, you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.**

**Overseas Police checks**

If you have resided overseas for a period of at least six months within the past ten years, we will require a criminal record’s check from that country if your application is successful. Each country has its own mechanism for providing these checks. Please visit to UK Government’s website for information on how to obtain an overseas police check for the relevant country if this is applicable to you.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**With the above in mind, please answer the following questions:**

**Have you ever been convicted of any offence, been bound over, or given a caution?** (see notes above)

❑ Yes

❑ No

If yes, please give details below. The information you provide will be treated in confidence.

**Do you have a DBS certificate?**

❑ Yes. Date of certificate:

(Please bring a copy to interview)

❑ No

**Are you currently the subject of any police investigations following allegations made against you?**

❑ Yes

❑ No

If yes, please give details below. The information you provide will be treated in confidence.

**Safeguarding Declaration**

I declare that the information I have given on this form is complete and accurate and that:

* I am not barred or disqualified from working with vulnerable groups, children or young people,
* I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Signed: Date:

Print Name

**General Declaration**

I understand that to knowingly give false information or to leave out any relevant information could result in:

* the withdrawal of any offer of appointment, or
* dismissal at any time in the future, and possible criminal prosecution.

Signed: Date:

Print Name

**Compliance with GDPR**

We treat your data in accordance with the General Data Protection Regulations. This organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

Please email your completed form to: cate@theplaceindependentschool.co.uk