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| **Application for Employment**  **Instructions**   * Please fill in all **sections 1 to 12** * Please write in **black ink** so the form can be photocopied. * Put your **name** at the top of any additional sheets you use. * **Sign and date** the declaration at the back of this form..   *The information that you provide on this form will be processed and stored in accordance with Data Protection Act 2018, according to New Routes data protection policy and can be accessed upon request. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate*.  **This post is subject to Enhanced DBS Check** | | | | | | | | | | | | | | | | | | | | | | |
| **1 Post applied for** | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **2 Personal Details** | | | | | | | | | | | | |  | Please only give numbers/addresses on which you are willing to be contacted. | | | | | | | | |
| Title |  | Surname | | | | | |  | | | | | Telephone (home) | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | | | | | |
| First Names | | |  | | | | | | | | | | Mobile Telephone | | | | | | | | |
| Address (in full) | | | | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | | | | | |
| E-mail (personal or work – please specify) | | | | | | | | |
| Postcode | | | | | | |  | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Do you hold a valid driving licence for use in the UK? | | | | | | | | | | | | | | |  | Yes | |  | | No | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Type - Provisional | | | |  | | Full | | |  | Other |  | Please Specify | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Do you have transport available if the duties of the post require you to travel? | | | | | | | | | | | | | | | | | |  | Yes | |  | No |

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| 3 Current or most recent employment | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Name and address of employer | | | | | | | | | | | |  | | Job Title | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | |
|
| Current or last salary and grade | | | | | | | | |
|  | | | | | | | | |
|
| Weekly hours | | | | | | | | |
|  | | | | | | | | |
|
| Date started in Post | | | | | | | | | | | | Date of leaving (if relevant) | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | |
|
| Notice required in current job | | | | | | | | | | | | Reason for leaving | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | |
|
| Brief description of duties | | | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 4 Employment History | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| *Please list all employment since leaving full time education starting with the most recent.* | | | | | | | | | | | | | | | | | | | | | | |
| Employers name and address | | | | | | |  | Dates from/to |  | Job Title | | | | | | |  | Weekly Hours | |  | | Reason for leaving |
|  | | | | | | |  |  |  |  | | | | | | |  |  | |  | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 5 Education and qualifications | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| *If you are shortlisted for interview you may be asked to provide evidence of your qualifications.* | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dates from/to | |  | | Educational establishment | | | | | | |  | | Name of course/qualifications gained and grades | | | | | | | | | |
|  | |  | |  | | | | | | |  | |  | | | | | | | | | |
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| 6 Membership of, or registration with, professional bodies | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Name of professional body | | | | |  | Level/Type of membership | | | | | | | | |  | Reg. Number | | |  | | Renewal date | |
|  | | | | |  | | | | | | | | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **7 Other relevant training e.g. short courses, personal development, special projects** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Date |  | | Organising body | | | | | |  | Brief description of course content | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | | | | | | |

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| --- |
| 8 Supporting information |
|  |
| It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is only information contained in this application which will decide whether you are short listed for interview.  *Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.* |
|  |

Please continue on a separate sheet if necessary

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9 References | | | | | | | | | | | |
| Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.  Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives. | | | | | | | | | | | |
| **Ref. 1** | | | | | | | | | | | |
| Title |  | | Name | |  |  |  | | | | |
|  | | | | | | Telephone | | | | |
| Organisation | |  | | | |  | | | | |
|  | | | | | |  | | | | |
| Occupation | |  | | | | Fax No | | | | |
|  | | | | | |  | | | | |
| Address (in full) | | | | | | Email Address | | | | |
|  | | | | | |  | | | | |
| Can we contact before interview? | | | | |
|  | |  | Yes |  | No |
|  | How do they know you? | | | | |
| Postcode | | | |  | |  | | | | |
|  | | | | | | | | | | | |
| Ref. 2 | | | | | | | | | | | |
| Title |  | | Name | |  |  | Telephone | | | | |
|  | | | | | |
| Organisation | |  | | | |  | | | | |
|  | | | | | |  | | | | |
| Occupation | |  | | | | Fax No | | | | |
|  | | | | | |  | | | | |
| Address (in full) | | | | | | Email Address | | | | |
|  | | | | | |  | | | | |
| Can we contact before interview? | | | | |
|  | |  | Yes |  | No |
|  | How do they know you? | | | | |
| Postcode | | | |  | |  | | | | |
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| 10 Arrangements for people with disabilities | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.  *We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.* | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Do you have a disability? | |  | Yes | | | | |  | No | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Are there any special facilities you would like us to provide to help you attend or participate in an | | | | | | | | | | | | | | |
| interview, or to perform this job? | | | | | |  | Yes | | | | | |  | No |
|  | | | | | | | | | | | | | | |
| If ‘yes’, please give details: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 11 Asylum and Immigration Act 1996 | | | | | | | | | | | | | | |
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? | | | | | | | | | | | | | | |
|  | | | |  | Yes | | | | | |  | No | | |
|  | | | | | | | | | | | | | | |
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| 12 Declaration | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Interface Learning Ltdl to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  I agree that personal data relating to me which has been or is obtained by Interface Learning Ltd, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to the directors and authorised employees of Interface Learning and used by them for any purpose relating to my application and prospective recruitment and employment within Interface Learning ltd. | | | | | | | | | | | | | | |
| Signature |  | | | |  | Date | | | |  | | | | |