

# Employee Application Form Non Teaching Post



## EMPLOYMENT APPLICATION FORM

Please return directly to the contact details shown on the job advert.

<b>POST APPLIED FOR</b> (Job Title):	
<b>Location</b> were this position is primarily based (name of Academy)	
<b>Deadline for receipt of form:</b>	
Please read the guidance notes on page 7 before completing this form. Please write clearly in black ink or type, as this form will be photocopied.	

### PERSONAL DETAILS

Title	First Name(s):-	Last Name:
Address:  Post Code		Work Tel No: (if convenient to receive a call)  Home Tel No:  Mobile No:  Email:
Do you have the legal right to live and work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this subject to having a work permit?		Yes <input type="checkbox"/> No <input type="checkbox"/>
You will need to produce photographic identification and proof of the above if you are called to interview		
National Insurance Number:-		

### CURRENT (or most recent) EMPLOYMENT

Name of Employer:	Job Title/Post Held:
Address:	Grade/spine point:
Post Code	Current Salary:
Telephone No:	Notice Required:
Date Started:	Reason for leaving / wishing to leave:
Date Left (where applicable)	

Brief description of main duties/responsibilities:

## REFERENCES

*Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer or a person who can provide a reference in a professional capacity. In the absence of a second employment or professional referee a personal character reference may be acceptable. Please refer to Application Form Guidance before completing.*

Referee No 1 Current/most recent Employer	Referee No 2 Previous Employer
Name:	Name:
Job Title:	Job Title:
Company Name:	Company Name:
Address:	Address:
Telephone Number:	Telephone Number:
Fax Number	Fax Number:
Email:	Email:
Relationship:	Relationship:

I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.

Signed	Dated
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## PREVIOUS EMPLOYMENT

*Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary.*

Dates From To	Name and address of organisation	Telephone and contact	Job/Role and brief description of duties	Reason for Leaving

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**EDUCATION, QUALIFICATIONS & TRAINING**

**Secondary/Further**

From	To	Qualification results with grades	School/College/University

**Academic/Professional**

From	To	Qualification results with grades	School/College/University

**Other training courses attended e.g. in-service training**

From	To	Qualification results with grades	School/College/University

Please continue on a separate sheet if necessary

**HEALTH**

*Please note that the successful candidate may be required to complete a medical questionnaire and may be asked to attend for a medical examination.*

**PERSONAL STATEMENT**

Please use the next page/section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. You may include details of other paid/unpaid work, voluntary work and work at home, committee and club experience/activities and any relevant hobbies etc.

Empty rectangular box for application content.



<b>SAFEGUARDING STATEMENT</b>	
Cidari Education is committed to safeguarding and promoting the welfare of its facility users and expects all employees and volunteers to share this commitment.	
<b>ADDITIONAL INFORMATION</b>	
Do you have a disability as defined by the Equalities Act 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job:	
Have you ever been dismissed from employment for a reason other than redundancy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES please give reasons:	
Have you ever been suspended or subject to disciplinary action in any employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES please give reasons:	
<b>DECLARATIONS</b>	
<b>CRIMINAL CONVICTIONS</b>	
<p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website <a href="http://www.gov.uk/dbs">www.gov.uk/dbs</a>.</p> <p><b>Applicants should note that providing false information to obtain employment is a criminal offence.</b></p> <p>Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.</p> <p>Cidari Education is committed to safeguarding the welfare of our facility users. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.</p> <p>Disclosure of a criminal record will not necessarily debar you from employment with Cidari Education, this will depend upon the nature of the offence(s), frequency and when they occurred.</p>	
<b>CRIMINAL CONVICTIONS continued</b>	
<b>Please answer the following:</b>	
Have you previously used, or do you currently use, any other surname(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, state the other surname(s) you use(d):	
Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, when did this take place?	
Are there any current criminal proceedings against you? (This includes	Yes <input type="checkbox"/> No <input type="checkbox"/>

any cautions, bind-overs, police warnings or pending prosecutions.)	
<p><b><i>If you answer yes to any of the questions on the previous page and you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.</i></b></p> <p><i>Please note that it is a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.</i></p>	

**RELATIVES**

Are you related to, or the partner of, any Governor, Director or employee of Cidari Education or its member schools?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please give Name:	
Department:	Relationship:

**DATA PROTECTION**

I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

## **GUIDANCE on completing an application form**

Please read these notes carefully as they have been written to help you make the best of your application.

### **General**

The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Always complete your application form in black ink or type, and keep a photocopy of your completed application form before returning it to the contact as instructed on the job advert. You may find it helpful to do a rough draft first.

The person specification describes the essential knowledge, experience / professional qualifications which you will need in order to do the job as described in the job description. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

### **Personal Details**

Complete this section fully and clearly. If you do not know your National Insurance Number, you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

### **Present or most recent employment**

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other requested details.

### **References**

Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If you are unable to provide second employment or professional reference a personal character reference may be accepted.

### **Previous employment**

Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

### **Education, Qualifications and Training**

Ensure that you give all the information requested. Proof of any qualifications listed are are required before the appointment is confirmed.

### **Personal Statement**

This is an important part of the application form and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form, you will not be considered for short listing. CVs will not be accepted.

## **Additional Information – Disability**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made.

### **Disclosure of a criminal record**

Due to potential contact with vulnerable groups in our community, all positions within Cidari Education will be exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. You must declare any cautions and convictions that are not 'protected', including those that are 'spent'. Details of any conviction(s) or offence(s) must be provided in a sealed envelope marked private and confidential with your application form.

You will be subject to an Enhanced Disclosure and Barring Service check if you are successful.

If you do have a spent conviction this will not automatically disqualify you from employment. Cidari Education operates a Disclosure procedure in line with DBS guidelines. If you are successfully selected for a position within Cidari Education you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All Cidari Education based posts will require an Enhanced Disclosure

In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with the recruiting officer for the Academy. As a minimum, the following will have been taken into account:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances

No decision will be made until your explanation and the above issues have been considered.

If you believe the disclosure information is inaccurate you would need to contact the DBS.

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files.

### **Declaration: Relatives and other interests**

If this applies to you, please give the name of the relevant person and the relationship e.g. partner, daughter

### **Equal opportunities Monitoring Form:**

All job applicants are expected to complete the monitoring details of the form to assist us in complying with statutory requirements.

Before you send in your completed form, please read through it to ensure all sections of the application have been fully completed and you have addressed all the criteria in the Person Specification.