



## Application Form

### Position Applied for

Closing Date:

Forenames:

Surname:

Address:

### Present/Most Recent Employment

Job Title:

Present Salary:

Period of Notice:

Date Joined:

Date left (if applicable):

Name and Address of Employer:

Main Duties:

### References

Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer/school. Please note if you are shortlisted, we will contact one of your referees prior to interview.

Name and Address

Occupation

Years known

Contact details

**Previous Employment**

**Date started**    **Date left**            **Position Held**    **Employer (Name & Address)**    **Reason for Leaving**

**Please Explain any gaps in your Education and Employment History**

**Education, Qualifications and Training relevant to the Position you are applying for**

**Dates From/To**

**School/College/University/Training Establishment**

**Qualification**

**Skills, Experience and Knowledge**

**Please state the reasons why you wish to apply for the position and give details of experience, skills and training that you think is relevant, together with any other information in support of your application (Please continue on reverse/extra page if necessary).**

### **Rehabilitation of Offenders Act 1974**

All posts involving direct contact with vulnerable children are 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'. These 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 on the Disclosure and Barring Service website.

**Have you ever been convicted of a criminal offence that is not 'protected' YES/NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

### **Declaration**

**I confirm that the above information is complete and accurate and I understand that any offer of employment is conditional and subject to:**

- a) references which are satisfactory to the setting**
- b) a satisfactory DBS certificate and check of the Barred list**
- c) the entries on this form proving to be complete and accurate**
- d) a satisfactory medical report if appropriate**

**I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.**

**Signature:**

**Date:**