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| **Application for the post of:** | |  | | |
| **Personal Details** | | | | |
| Mr/Mrs/Miss/Ms/Dr |  | | Date of birth |  |
| Surname |  | | Address |  |
| Previous Surname |  | |  |  |
| Forename names(s) |  | | Town/City |  |
| Telephone no (Home) |  | | Post code |  |
| Telephone no (Work) |  | | E-mail address |  |
| Mobile |  | | National. Ins. No. |  |

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| **References** | | | |
| Please nominate **TWO** referees. If currently employed, one referee MUST be your current employer. If currently unemployed, one referee must be your last employer. If you are at present a student or newly qualified one of your referees must be your academic referee or a person who knows you as a helper or volunteer. If you have previously worked with children on a paid or a voluntary basis you will need to provide a referee who can provide a reference on your suitability to work with children. References will not be accepted from relatives, friends or personal referees. | | | |
| **References** | | | |
| **Professional 1** |  |  | |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Fax no |  |
| Town/City |  | E-mail |  |
| Postcode |  |  |  |
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| **Professional 2:** |  |  | |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Postcode |  | E-mail |  |

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| **Qualifications & Training** | | | | | |
| The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first. Please also provide information about the post-16 education and training you have received in this country or broad.  You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of essential qualifications at interview. Add more rows or continue on a separate sheet if needed. | | | | | |
| **School/College/**  **University** | **Subject or Title of**  **Qualification Course** | **Qualification and Level Obtained** | **Class of Degree** | **Full/Part time** | **Date(s)**  **awarded** |
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| **Current Employment** This section MUST be completed in full. | | | | | |
| **Employer's name, and address** | **Job Title** | **Responsibilities:**  Leadership, management, supervision, roles, etc | **Reason for Leaving**  **(must be stated)** | **Full/Part time** | **Salary** |
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| **Previous Employment** | | | | | |
| Please list below **all** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. Add more rows or continue on a separate sheet if needed. | | | | | |
| **Employer's name, and address** | **From/to**  **DD/MM/YY** | **Job Title** | **Reason for Leaving**  **(must be stated)** | **Full/Part time** | **Salary** |
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| **Previous relevant posts / experience** | | | | |
| From the above please provide details of 3 previous roles with experience relevant to the role you are applying for, including those posts overseas, starting with the most recent first. Add more rows or continue on a separate sheet if needed. | | | | |
| **Name and address of employer** | **Hours/week** | **Responsibilities:**  Leadership, management, supervision, roles, etc |  | **Reason for leaving** |
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| **Gaps/Breaks in Employment** | | | | |
| Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year. Add more rows or continue on a separate sheet if needed. | | | | |
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| **Unpaid/Voluntary Experience** | | | |
| You may have also gained skills and experience to meet the person specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work). Add more rows or continue on a separate sheet if needed. | | | |
| **Organisation** | **Dates From / to** | **Experience Gained** | **Hours per week** |
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| **In Service Training/Continuing Professional Development** | | | |
| Please provide information about training courses you have attended. Add more rows or continue on a separate sheet if needed. | | | |
| **Title of Course** | **Date completed** | **Length of course** | **Organising Body** |
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| **Membership of Relevant Professional Bodies or Associations** Add more rows or continue on a separate sheet if needed. | | |
| **Body** | **Status of Membership** | **Membership by Exam? Yes/No** |
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| Details of your experience and your reasons for applying for the post. **This is in lieu of writing a letter to us. This is your opportunity to sell your skills and experience and why you deserve the post. It should be no more than two sides of A4, pt 12.** **Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.** The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.  The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.  The **How Identified** column shows how you will evidence the necessary information about you.  If the **How Identified** column says the A**pplication Form** next to an **Essential Criteria** or a **Desirable Criteria,** you **MUST** include in your application enough information to show how you meet these criteria. |
| Add more rows or continue on a separate sheet if needed.  Type here |

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| **Dismissals (excluding redundancy and retirement)**  **Failure to provide true and accurate information may lead to disqualification or to dismissal**. | | | | |
| Have you ever been dismissed from any employment? | Yes? |  | No? |  |
| If yes on what grounds and date. |  | | | |

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| Have you ever been the subject of any **child protection concern** either in your work or personal life, or disciplinary action relating to any child protection concern, including any which is time expired? | Yes? |  | No? |  |
| If yes please provide details, including dates |  | | | |

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| **Declarations**   1. I have read or had explained to me and understand all the questions on the form. 2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK. 3. I understand that:    1. Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any convictions, cautions, reprimands or final warnings on my record or pending, which would not be filtered in line with current guidance. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.    2. Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record.    3. In accordance with the Data Protection Act, personal data collected on this form will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.    4. Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police. 4. The information I have given on this form is true and accurate to the best of my knowledge. | |
| **Signed:** (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.) | **Date:** |

Thank you for applying for this post.

Yours sincerely

![A close up of a logo

Description automatically generated]()

LK Whitworth

QGM, BSc(Hons), MSc(Psych), PGCE, NPQH, MBPsS

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[www.theladdergroup.net](http://www.theladdergroup.net)