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| FOR OFFICE USE ONLY |
| Application No. | 00 |
| Date received | 00/00/00 |

**Application Form**

**Confidential**

|  |
| --- |
| Post applied for:       |
| Location (if known):       |
| Hours: FT [ ]  PT [ ]  Term Time + 1 Week [ ]  |

**1. Personal Details**

|  |
| --- |
| Title:       |
| Surname:       |
| First Name(s):       |
| Previous Surname(s): Yes [ ]  No [ ]  If Yes, please state:       |
| Address:      Postcode:       |
| Email Address:       |
| National Insurance No:       |
| Telephone Numbers |
| Home:       Work:       Mobile:       |
| Do you have a current driving licence? Full [ ]  Provisional [ ]  |
| Do you consider yourself to be disabled? \* Yes [ ]  No [ ]  |
| \*It is the company’s policy to interview all disabled applicants who demonstrate that they meet all the essential criteria in the person specification. |
| If you are disabled, please provide details of any reasonable adjustments that we could make that would help you in your application if you are invited to attend interview:      |

**2. Education/Training/Qualifications**

In Date Order (Most Recent First)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/College/University | Date From | Date To | Qualifications Gained(State Level) | Grades | Date Awarded |
|       |       |       |       |       |       |

**Relevant Training and Development Within the Last 3 Years**

In Date Order (Most Recent First)

|  |  |  |  |
| --- | --- | --- | --- |
| Organising Body | Details | Date From | Date To |
|       |       |       |       |

**Membership of Professional/Technical Bodies**

(If Not Listed Above)

|  |  |  |
| --- | --- | --- |
| Body | Membership Status | Date From |
|       |       |       |

**3. Current or Most Recent Employer**

|  |
| --- |
| Name of Employer:       |
| Address:      Postcode:       |
| Job Title:       Grade and Salary:       |
| Date Appointed – Day:       Month:       Year:       |
| Date Ended – Day:       Month:       Year:       |
| Notice Required:       |
| Brief description of duties:      |
| Reason for leaving, if appropriate, or state why you are applying for this post:      |

**4. Previous Employment**

In Date Order (Most Recent First)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Reason for Leaving | Grade/Salary per Annum | Date From | Date To |
|       |       |       |       |       |       |

**5. Breaks or Gaps Between any Dates of Employment or Periods of Study**

|  |  |  |
| --- | --- | --- |
| Reason | Date From | Date To |
|       |       |       |

**6. Bilingual Skills – Do You Have Other Language Skills, Including Sign Language?**

Indicating degree of fluency, oral and written

|  |  |  |
| --- | --- | --- |
| Language | FluencyOral | FluencyWritten |
|       |       |       |

**7. Outside Interests**

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| Please provide details of any non-work-related interests, activities and voluntary work.  |
|       |

**8. Criminal Convictions**

The Rehabilitation of Offenders Act 1974 allows most convictions and all cautions, reprimands and final warnings to be considered spent after a certain period. This means that the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms.

|  |
| --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? |
| Yes [ ]  No [ ]  |
| If you have answered yes you will need to provide a self-disclosure marked “Confidential” and return this to: **recruitment@ckcareers.org.uk** |

If the post that you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act

1974, you are required to declare any convictions, cautions, reprimands and final warnings that are spent but not ‘protected’ (i.e. filtered out) as defined by the (Exceptions) Order 1975 and (as amended in 2013 and 2020).

Any protected convictions, cautions, reprimands and final warnings do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

It is your responsibility to read this information in full and complete the application form accurately.

If you knowingly fail to disclose any conviction that is unspent or not protected by the exceptions order this may lead to an offer of employment being withdrawn or disciplinary action being taken. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

|  |
| --- |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? |
| Yes [ ]  No [ ]  |
| If you have answered yes you will need to provide a self-disclosure marked “Confidential” and return this to: **recruitment@ckcareers.org.uk** |

**9. Disciplinary Record**

|  |
| --- |
| Have you ever been subject to disciplinary proceedings in the last 2 years or are there any matters currently under investigation? If yes, briefly provide details including dates, what happened and the outcome. |
|       |

**10. Relationships**

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| --- |
| Are you related to a director or employee of C&K careers? If so, please give details. |
|       |

**11. Media**

|  |
| --- |
| Please state where you saw this vacancy. |
|       |

**12. Consent to Process Your Personal Data and Information**

Please note that if you do NOT give your consent, C&K Careers is unable to process your application

|  |
| --- |
| By submitting this application form, I am giving consent to C&K Careers Ltd to process my personal data and information [ ]  |

**13. Referees**

References will be requested as part of the recruitment process. Your referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “safeguarding & safer recruitment in education”. Please do not give the names of friends or family.

One reference must be from your current or your most recent employer. If this is not possible please give a full explanation and details of an alternative referee. We may contact you to discuss this further. If shortlisted, we will approach your referees before interview, unless you specifically ask us not to. Remember to ask you referees permission before you give their name.

|  |  |
| --- | --- |
| **REFEREE 1** | **REFEREE 2** |
| Name:       | Name:       |
| Occupation/Title:       | Occupation/Title:       |
| Organisation:       | Organisation:       |
| Address:       | Address:       |
| Email:       | Email:       |
| Telephone Number:       | Telephone Number:       |
| Do you give permission for the above named person to be contacted for a reference if you are shortlisted for this position? | \*Yes | \*No | Do you give permission for the above named person to be contacted for a reference if you are shortlisted for this position? | \*Yes | \*No |

**14. Experience, Knowledge and Skills**

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| --- |
| Please use this section to show how your relevant experience, knowledge and skills relate to the essential and desirable criteria as listed in the job description, by giving clear, concise examples in relation to each one. |
|       |

**We are committed to safeguarding and promoting the welfare of children and young people and expect our staff to share this commitment.**

**I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.**

|  |
| --- |
| Signature:       |
| Date:       |

Please email to: recruitment@ckcareers.org.uk