|  |
| --- |
| **Image**Villiers Park Education Trust Allia Future Business CentreKing’s Hedges RoadCambridge CB4 2HY |
| **Application Form** |
| Please complete this form and email it to hr@villierspark.org.uk together with a brief covering letter/email. |
| Please note that the successful candidate will undergo an enhanced DBS criminal records disclosure prior to appointment.Vacancy Applied For:  |
| **PERSONAL DETAILS** |
| Title | Surname | Forename(s) |
| Address |
| Telephone numbers: | Home  |
|   | Work*(only if we may telephone you there)* |
|   | Mobile |
| Email: |
| Are there any restrictions on your continued residence or employment in the UK? |
| Yes  | No | If yes, please give details: |
| What period of notice are you required to give to your present employer? |
| *Only complete the next two questions if these are a requirement of the job for which you are applying, otherwise continue overleaf* |
| Do you have a current driving licence | Yes/No |  |  |  |
| Do you have your own vehicle | Yes/No |  |   |   |
| Where did you hear about this vacancy?  |
| **EMPLOYMENT RECORD** |
| **CURRENT OR MOST RECENT JOB** |
| **Job Title of Position Held:** |
| **Dates:** |  |  |
| **Name of Employer:** |
| **Please give brief description of duties:** |
| **Current or Last Salary:** **Reason for Leaving:** |
|   |
| **PREVIOUS EMPLOYMENT***Please start with the most recent and work backwards, continuing on a separate sheet if you wish Please also provide details of any gaps in your employment history for safeguarding purposes. Thank you.* |
| **Job Title of Position Held:** |
| **Dates:** |  |   |
| **Name of Employer:** |
| **Please give brief description of duties:** |
| **Reason for Leaving:** |

|  |
| --- |
| **Job Title of Position Held:** |
| **Dates:** |  |  |
| **Name of Employer:** |
| **Please give brief description of your duties:** |
| **Reason for Leaving:** |
| **Job Title of Position Held:** |
| **Dates:** |  |   |
| **Name of Employer:** |
| **Please give brief description of duties:** |
| **Reason for Leaving:** |
| **EDUCATION** *Please indicate all qualifications, starting with the most recent* |
| **School/college/university** | **Qualifications/degree gained and in what year** |

|  |
| --- |
| **TRAINING/PROFESSIONAL QUALIFICATIONS** |
| **Course** | **Brief details** |
| **REASON FOR APPLYING** |
| Why do you consider yourself a suitable candidate for this position and what motivated you to apply? *(Continue on a separate sheet if necessary)* |
| **ACHIEVEMENTS** |
| Please include any further information, including details of your main achievements to date, that are relevant to this application. |
| If you have a disability and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these. |
| I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.**SIGNATURE ...................................................................... DATE .................................................... Thank you for applying** |
| **PRIVATE AND CONFIDENTIAL** |
| *The following pages will be detached from your application prior to it being considered as it contains information that is strictly private and confidential* |
| **NAME** |
| **POSITION APPLIED FOR** |
| **REFERENCES** |
| *Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer. Please indicate below whether references may be taken up prior to an offer of employment being made and ensure that your referees are aware of this application.* |
| **Current/last employment** | **Previous employment** |
| Name  | Name |
| Job title | Job title |
| Address | Address |
| Postcode | Postcode |
| Telephone | Telephone |
| Email | Email |
| Position held in relation to you *(e.g. line manager)* | Position held in relation to you *(e.g. line manager)* |
| Job held by youDates | Job held by youDates |
| Referee can be contacted prior to offer being made? YES / NO | Referee can be contacted prior to offer being made? YES / NO |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| *Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. The Rehabilitation of Offenders Act does not apply to the post you are applying for because the job involves contact with children and young people. You should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed.*Have you been convicted of a criminal offence?YES NOIf yes, please give details of date(s), offence(s) and sentence(s) passed: |
| You are applying for a post which involves contact with children and young people, so please also confirm that you are not listed on the children's barred list:  I confirm that I am not listed on the children's barred listANDI declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children and young people.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.* |