

Application for employment

This application form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals or electronically and return it to Sharon Burton [sburton@trans4mcic.com](mailto:sburton@trans4mcic.com)

Post applied for:

**Personal Information**

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, etc.): |  |
| Previous names (if any): |  |
| Current address: |  |
| Daytime telephone number: |  |

|  |  |
| --- | --- |
| Do you have the right to take up employment in the UK? If no, please provide further details.  If yes, please provide your work permit number | YES / NO |

|  |  |
| --- | --- |
| Dates you are not available for interview |  |

**Education and qualifications**

**From GCSE or equivalent to degree level in chronological order**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Postgraduate education or study or any other professional qualifications**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Work experience**

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Information**

|  |
| --- |
| **Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. knowledge of a foreign language, computer literacy, full driving licence, etc.)?** |

|  |
| --- |
| **Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.** |

|  |
| --- |
| **Please give details of your main extra-curricular activities and interests.** |

|  |
| --- |
| **Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.** |

|  |
| --- |
| **If you are successful, when could you take up your post? How many weeks or months notice do you have to give to your current employer?** |

|  |
| --- |
| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.** |

|  |
| --- |
| **What are your salary expectations?** |

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary. Where possible please provide email address as well as full postal address.

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
|  |  |

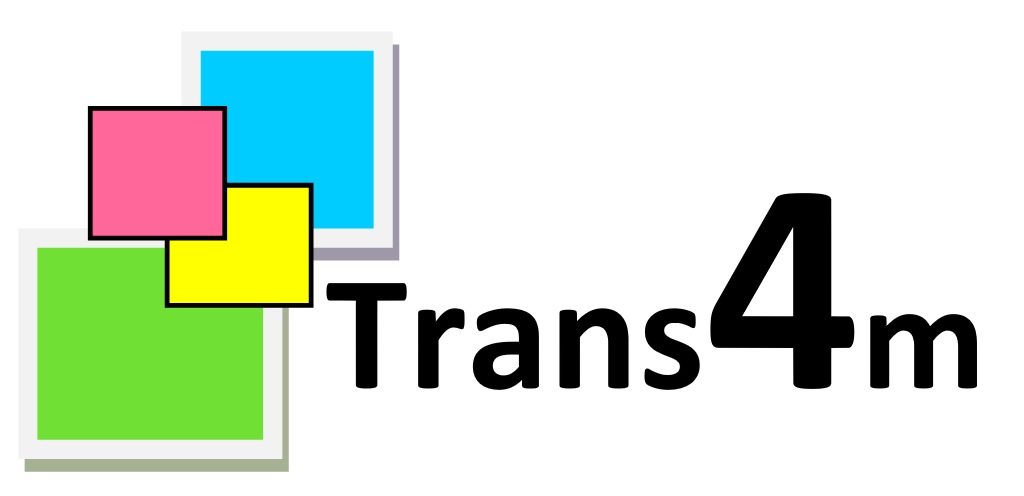
**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: ……………………………………………….

Date: ……………………………………………….

****

**Disclosure and Barring Service (DBS)**

Note: If a conditional offer of employment is made to you, it will be subject to the receipt of a satisfactory Disclosure and Barring service check.

The company has a duty of care to protect the well-being of our staff and students engaged in our training programmes, some of whom are vulnerable young people and adults. Please complete the following sections:

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Middle Name(S): |  |
| Surname: |  |
| Current Address: |  |
|  |  |
|  |  |
|  |  |
| Postcode: |  |
| Month/Year moved to current address: |  |
| Telephone No: |  |
| Date of Birth: |  |
| Job Title: |  |

|  |
| --- |
| 1. Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?   Yes / No – (delete whichever is not appropriate) if yes please give details |

|  |
| --- |
| 1. Do you know of any other matters in your background which might cause your reliability or suitability to work with young people / vulnerable adults to be called into question?   Yes / No – (delete whichever is not appropriate) if yes please give details |

I declare that the information I have given on this form is

Further Training and Professional Development

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |