#### Personal Details

Please read the application guidance on the final page of this application form before completing your application.

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| **Title of job applied for & Location** | |
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| Personal Details |
| **Mr/Mrs/Miss/Ms/Dr** | | **First Names:** | **Known as:** |
| **Surname:** | | | |
| **Previous Surname(s):** | | | |
| **Address:** | | | |
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| **Post Code:** | | | |

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| Telephone Numbers |
| Home: | | Work: |
| Mobile: | | E-mail address: |
| May we contact you at work? Yes  No  How can we contact you? Telephone / E-mail / Mobile | | |

**Please indicate if you have any special requirements should you be invited to attend an interview or other selection process as part of your application.**

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| Asylum and Immigration Act |
| Please note that we can only consider applications from EU Citizens and those holding valid UK Visas.  Are you eligible to work in the UK: Yes  No  All successful applicants will be required to provide proof of their entitlement to work in the UK. | |

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| References |
| Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.  **Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g., letter, e-mail, should you be shortlisted.** | | |
| **Reference 1:** | | **Reference 2:** |
| Relationship: | | Relationship: |
| Name: | | Name: |
| Position: | | Position: |
| Phone No: | | Phone No: |
| E-mail: | | E-mail: |
| If either referee knows you by a different name please state: | | |
| \* If you have not had previous employment, please provide details of another referee.  A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement.  Please do not contact my present/most recent employer Yes  No | | |

#### Job Application Form

CVs will only be accepted in place of pages 3, 4, 5 and 6 if the information requested in these sections is covered. Please write the job title of the post at the top of your CV. You should not include the equal opportunities information on your CV.

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| Title of job applied for: | **Reference:** |

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| **Current/Most Recent Appointment** |
| Title of current Job: | | Start Date: |
| Current Employer: | | Salary Range: |
| Employer Address: | | Current Salary: £ |
| Permanent or temporary contract: | | Notice Required/Reason for Leaving: |

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| **Main Responsibilities** |
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| Previous Employment/Voluntary Experience | |
| Brief details of your previous employments, dates of employment, duties and reasons for leaving. |

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| Current memberships of institutions/professional bodies |
| Please state level of membership, i.e., Graduate, Fellow, and membership number. | |

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| Education and training |
| Please give details of schools and colleges attended from age eleven, including part-time education and other courses. | | | |
| Secondary education  (name and town of school) | Dates  from / to | Qualifications gained or for which you are studying | Grade obtained |
| Education and training after school (name and town of college/university) | Dates  from / to | Qualifications gained or for which you are studying | Grade obtained |

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| **Supporting Information** |
| Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. | |
| If you require more space, please attach a separate sheet. | |

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| Activities and interests away from work which may be relevant to the job applied for. |

#### Equality Monitoring Form

**Please note, this is removed from your application form prior to shortlisting.**

**DIVERSITY**

We are committed to equality of opportunity for everyone. To assess whether our diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place This will also enable us to comply with our obligations under current legislation.

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| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Do you describe yourself as?** Male  Female  **Is your gender identity the same as the gender assigned to you at birth?** Yes  No  **Do you currently live and work in the gender role opposite to that assigned to you at**  **birth?** Yes No  **Marital Status:** Married  Civil Partnership  Single  **Date of Birth**: **Age**:  Please indicate your ethnic origin  **White: Mixed: Asian**  White British  Mixed White/Black Caribbean  Indian  White Irish  Mixed White/Black African  Pakistani  Any other White  Mixed White/Asian  Bangladeshi  Other Mixed  Other Asian  **Black or Black British: Other: Age Group**  Black Caribbean  Chinese  16-24  Black African  Gypsy/Traveller  25-34  Other Black  Other  35-44  45-54  55-64  Prefer not to say-  **Nationality** (Please State)  How would you define your sexual orientation?  Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say  What is your religious belief?  Buddhist  Christian  Hindu  Jewish Muslim Sikh  No religion Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say | | |
| Disability |
| The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  **Do you consider yourself to have a disability? Yes  No** | |

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| Convictions |
| **Have you any unspent convictions? If so please give details. Yes  No**  Between the completion of this application form and taking up a job with Edsential you are convicted of a criminal offence you must inform the Company of this. | |

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| The Rehabilitation of Offenders Act |
| **Only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form**  The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction, or sentence had never occurred. This is known as a spent conviction.  The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.  Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However, you should note that only convictions that are relevant to the job in question will be taken into account.  **Do you have any spent criminal convictions? Yes  No**  If yes, please state: | |

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| If you do not disclose any conviction, you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.  People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.  As part of the recruitment process, we will check our records for information we hold about you in relation to your suitability for the post for which you have applied. Criminal Record Bureau Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Criminal Records Bureau.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Criminal Records Bureau Code of Practice is available on request.  Further information about the Disclosure process can be found at www.disclosure.gov.uk |

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| Data Protection Act |
| By signing the following declaration, you give permission for your details to be used in this way.  Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g., bank details, medicals, etc) being held and processed by Edsential in accordance with the Act**.**  I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  **Signed Date** | |

**Thank you for your application.** If you have not been contacted within 4 weeks of the closing date of the vacancy, then you should assume that your application has not been successful.

**Application Guidance**

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| Application Guidance |
| **Importance Guidance on Completing this Application**  **General**  Your application form plays an important part in your selection and is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the person specification for the post you are applying for.  Please use this application form by typing within the fields, if further space is required, please continue on a separate sheet and ensure this additional information is clearly titled and referenced to the section it applies. Please also ensure that your name and the post you are applying for are included on each additional sheet used. Do not send standard details of your own i.e., curriculum vitae.  **Disclosure of Criminal Convictions**  This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently, if you are appointed you will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. Therefore, you will be required to declare ANY convictions, cautions and bind -overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up an appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, you should NOT declare an offence that is subsequently revealed e.g., through the DBS check, then this may place your appointment in jeopardy.  **References**  References will always be sought for the successful applicant. It is our policy to take up references after interview unless indicated on the application form not to contact your present employer. The first reference must be your present or most recent employer. If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been subject to any child protection concerns and if so, the outcomes of these investigation. If you are not working with children but have done so previously these issues will be raised with your former employer.  If you are not working with children but have done so previously the second reference must be that employer.  Please do not give relatives or people solely in the capacity as friends or as a referee  Please remember to complete the Equality Monitoring Form, as this is essential for us to determine whether our Equal Opportunities Policy with regard to employment is working.  Completed Application Forms should be returned, as indicated in the advertisement.  **Edsential’s Privacy Policy can be accessed** [**here**](https://edsential.com/privacy-policy)**.** | |