APPLICATION FORM

|  |  |
| --- | --- |
| A drawing of a person  Description automatically generated | **Application for Employment**  **Section A**  (This form is not complete without section B) |
| Please note that if you have a disability and you require this form or to submit the information in another format, please contact:  Ms R Tolhurst, [company.secretary@dfamat.com](mailto:company.secretary@dfamat.com), 01304 200177 | |
| Post Applied for: |  |
| How did you hear about this vacancy? |  |
| Personal Details: |  |
| Family name (including Preferred Title): |  |
| First Name(s): |  |
| Address (including postcode): |  |
| Contact telephone number: | Home: Mobile: |
| Email Address: |  |
| Nationality: |  |
| National Insurance number: |  |
| Are you eligible to work in the UK? | Yes No \*Highlight as applicable |

|  |
| --- |
| Please state what documentation you can provide to demonstrate this: e.g.  British passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.  Please note that for a UK-based post, we are only able to consider applications from individuals who hold the right to reside and work in the UK.  Should you be shortlisted you will be asked to bring this documentation to interview. Any subsequent offer of employment will be subject to successful verification of your right to work in the UK |
| Do you hold a current driving licence? |

|  |
| --- |
| The front page of the Application Form will be detached prior to short-listing. |
| For Office Use Only  Application Number: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education**  (Please give details of education from age 11) | | | | | |
| Secondary Education | Dates Attended | | GCSE/Equivalents | Level of exam | Grade |
| From | To |
|  |  |  |  |  |  |
| Secondary Education | Dates Attended | | A Level/Equivalents | Level of exam | Grade |
| From | To |
|  |  |  |  |  |  |
| Higher/Further Education (university/college) | Dates Attended | | Qualifications attained/ to be attained.  Subjects | Grade | Year taken |
| From | To |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other Qualifications, including membership of professional bodies** | | |
| **Employment and career history (please list latest jobs first)**  \*Please give details/reasons for career breaks and if you have been self-employed you will need to provide proof. | | |
| Present employment (please state if you are unemployed and whether you are registered) | | |
| Name and address of present employer | Job title: | Date started: |
| If appointed, what date would you be available to take up the position? | |
| Present salary £  Current PayScale e.g. MPS, TLR, KR: | |

|  |
| --- |
| **Outline your recent responsibilities/experiences that are relevant to this post** |

|  |
| --- |
| **Outline your reasons for applying for this post** |

|  |
| --- |
| Are you currently or have you ever been an employee or volunteer for any Trust school? YES/NO – if YES, please provide details:  Are you related to, or know personally, any Trust employee/volunteer? YES/NO – if YES, please provide details (Name/Position within the Trust/Relationship of person to you)  Have you applied previously for a post within the Trust? YES/NO – If YES please give details (post/date) |
| **Additional comments or information relevant to your application (please use additional sheet if necessary)** |

|  |
| --- |
| **References**  Please give names and addresses for three referees **one of which must be your most recent employer** and none of whom should be related to you. References will not be sought without your consent and only if shortlisted.  **Please complete all fields below:** |
| **Referee 1**  Name and address Position  Contact Tel No: Email: |
| **Referee 2**  Name and address Position  Contact Tel No: Email: |
| **Referee 3**  Name and address Position  Contact Tel No: Email: |

|  |
| --- |
| **Data Protection Statement**  The information provided by you on this form, together with that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If your application is successful and you become employed with the Trust the information will be used in the administration of your employment and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.  We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will assume that you agree to the processing of sensitive personal data (as described above). |

|  |
| --- |
| **Declaration**  I consent to a criminal record check if appointed to the position for which I have applied.  I agree to inform the Trust if I am convicted of an offence after I take up any post within the Trust. I understand that failure to do so may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my employment.  I agree to inform the Trust if I become the subject of a police and/or a social services (Children’s social care or Adult Social Services) department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my employment.  I declare that to the best of my knowledge and belief, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks of employment eligibility and criminal convictions, all of which must be deemed by the Trust as satisfactory  Signed: Date: |

|  |  |
| --- | --- |
| Logo, company name  Description automatically generated | **Application for Employment**  **Section B**  (please attach to Section A) |
| **Post Applied For:**  Please provide evidence that demonstrates you have the personal qualities, experience, knowledge and skills required for this role (refer to the person specification). | |
| I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.    Signature Date | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please mark as CONFIDENTIAL & return to:**  Ms R Tolhurst  Trust Office  The DFAMAT  Astor Avenue  Dover  Kent  CT17 0AS  Tel: 01304 200177  Email: company.secretary@dfamat.com | **For Office Use Only** Ref:  Date application form received:  References Sent  1) 2) 3)  References returned  1) 2) 3)  Interview confirmed YES/NO  Interview date Time | | |
| Selected | Yes | No |
| a) At short-list stage |  |  |
| b) After interview |  |  |