



Application Form

Applying for the position of:

.....

Earlscliffe is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Personal Details

Surname: First Name:

Current Address:

Phone: Gender: D.O.B:

Mobile: Nationality:

Email:

Do you need special permission to work in the UK?

If yes, do you have a valid work visa? (If yes, please send us a copy)

What is the date of your most recent DBS (formerly CRB) check?

If selected for interview, is there any additional support needed to help you attend?

.....

This information is covered by the Data Protection Act. I give my consent for the personal data contained in this Application Form to be processed for the purposes set out Guidance Notes to the Application Form. I declare that the information I have given in this application is correct to the best of my knowledge. I understand that providing misleading or false information will disqualify me from the appointment OR if appointed, may result in my dismissal.

Signed:

Date:

References

Please give name, address, position and relationship of two referees. One of these should be your current employer or most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.

Name: Position/Relationship.....

Address:

Phone: Email:

Can we request the reference prior to an offer of employment?

Name: Position/Relationship:

Address:

Phone: Email:

Can we request the reference prior to an offer of employment?

Education and Training

Qualifications Obtained – Educational and Professional

Please state the age range of children for which you were trained

Name of institution	Subject	Qualification/Level	Grade obtained and date

Qualifications Currently Being Taken

Name of Institution	Subject	Qualification/Level	Grade obtained and date

Training Courses Attended or Currently Being Taken ie First aid, sports coaching

Title of Training Provider	Course/Qualification	Duration/Date

Membership of Professional Bodies (relevant to the position you are applying for)

Name and Address of Professional Body	Grade of Membership	Membership Number

Employment History

Please provide a full working history and include an explanation for any gaps in employment.

Name & Address of Employer:

Nature of Business:

Job Title:

Date Started:

Salary/Wage: £

Notice Required:

Date Left (if relevant):

State briefly your main duties, responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:

Summary of Previous Employment

Include part-time, temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts, please provide information relating to age of pupils and number on role.

**Period Employed
(from mth/yr – to mth/yr)**

**Name of Employer, Address &
Nature of Business**

Job Held / Grade

Reason for Leaving

Period Employed (from mth/yr – to mth/yr)	Name of Employer, Address & Nature of Business	Job Held / Grade	Reason for Leaving

Information to Support your Application

Please read the job description carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may be gained either through paid employment, domestic responsibilities, voluntary/community activities, spare time activities, education and training.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary.

Have you ever been dismissed from a post in a school?
If so please provide details within the 'Information to Support your Application' box on previous page.

If the job you are applying for involves driving, do you hold a current licence?
What class? Eg full, professional, HGV etc.
Have you got use of a vehicle?

If you are offered this job, will you have any other paid work?

Are you interested in part-time work?

Where did you see this post advertised?

**Please complete and return this form by email to: recruitment@earlscliffe.co.uk or by post to:
Mrs H Simmonds, Earlscliffe, 29 Shorncliffe Road, Folkestone, CT20 2NB.
Please mark your envelope 'Private and Confidential'**

FOR OFFICE USE ONLY

Date Received: _____ Date Acknowledged: _____

Date References Taken Up: By Phone: _____ In Writing: _____

Documents Relating to Eligibility to Work in the UK Checked: _____ Yes / No

Information from the applicant regarding criminal records checked: Yes / No

Documents from DBS checked: _____ Yes / No

DDA Essential Criteria checked: _____ Yes / No

Qualifications Checked: _____ Yes / No

Signed: _____ Date: _____

Guidance Notes

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the application form. This advice is designed to help you complete the application form as thoroughly as possible.

When completed, read through your application form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the address on the advertisement/Application Form.

How will you know what we are looking for?

The job advertisement describes the skills, experience and qualification we are looking for, and this forms the basis against which you will be assessed. The job description will be enclosed with your application form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

Do you have what we are looking for?

From the information in the advertisement and job description work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.
Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

Immigration, Asylum and Nationality Act 2006

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

Data Protection

Earlscliffe is collecting data in order to process your application under its Recruitment Policy and will use it for any subsequent employment purposes.

On occasions, Earlscliffe will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

Should you be unsuccessful with your application, Earlscliffe will destroy your application form after six months of its submission.

Recruitment Monitoring

Earlscliffe is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

Earlscliffe values the rich social and cultural diversity of the local communities and its' students. We will make sure that our workforce and our services reflect that diversity and community needs.

Information

Information you provide in the application form will be treated as confidential.

Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the form, you may have someone complete the form on your behalf.

References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description.

Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taken. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement and job description should tell you whether qualifications are required. Original certificates will be checked upon appointment.

Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all your experience, paid, or unpaid, including, for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time, indicate the hours worked per week. Please explain any break in your work experience.

Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and provide evidence that you possess them.

Please complete and return this form to:

recruitment@earlscliffe.co.uk

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