|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **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 with regard to this form in another format, such as in larger print or audio-tape, please contact:  Ms S Watson, [paprincipal@wcliffs.dfamat.com](mailto:paprincipal@wcliffs.dfamat.com), 01304 206174 | | | | | | | | | | | |
| **Post Applied for:** | | | | | Click or tap here to enter text. | | | | | | |
| **School/College/Trust:** | | | | | **White Cliffs Primary College for the Arts** | | | | | | |
| **How did you hear about this vacancy?** | | | | | Click or tap here to enter text. | | | | | | |
| **Personal Details:** | | | | | Click or tap here to enter text. | | | | | | |
| **Family name** (including Preferred Title): | | | | | Click or tap here to enter text. | | | | | | |
| **First Name(s):** | | | | | Click or tap here to enter text. | | | | | | |
| **Address** (including postcode): | | | | | Click or tap here to enter text. | | | | | | |
| **Contact telephone number:** | | | | | **Home:** Click or tap here to enter text. **Mobile:** Click or tap here to enter text. | | | | | | |
| **Email Address:** | | | | | Click or tap here to enter text. | | | | | | |
| **Nationality:** | | | | | Click or tap here to enter text. | | | | | | |
| **National Insurance number:** | | | | | Click or tap here to enter text. | | | | | | |
| **Are you eligible to work in the UK?** | | | | | Click or tap here to enter text. | | | | | | |
| **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.**   Click or tap here to enter text.  **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?** Click or tap here to enter text. | | | | | | | | | | | |
| 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 | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | enter text. | enter text. |
| **Secondary Education** | | Dates Attended | | | | | **A Level/Equivalents** | | | Level of exam | Grade |
| From | | To | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | enter text. | enter text. |
| **Higher/Further Education** (University/College) | | Dates Attended | | | | | **Qualifications attained/ to be attained. Subjects** | | | Grade | Year taken |
| From | | To | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | enter text. | enter text. |
| Other Qualifications, including membership of professional bodies  Click or tap here to enter text. | | | | | | | | | | | |
| **Employment and career history** (please list latest jobs first) | | | | | | | | | | | |
| **Present employment** (please state if you are unemployed and whether you are registered) | | | | | | | | | | | |
| Name and address of present employer  Click or tap here to enter text. | | | | | | Job title:  Click or tap here to enter text. | | | Date started:  Click or tap here to enter text. | | |
| If appointed, what date would you be available to take up the position? Click or tap here to enter text. | | | | | |
| Present salary £Click or tap here to enter text.  Current Payscale e.g. MPS, TLR, KR:Click or tap here to enter text. | | | | | |
| Outline your recent responsibilities/experiences that are relevant to this post  Click or tap here to enter text. | | | | | | | | | | | |
| Outline your reasons for applying for this post  Click or tap here to enter text. | | | | | | | | | | | |
| **Employer/**  **organisation** | **Position(s) and responsibilities** | | | | | **Dates\*** | | | **Reason for leaving?** | | |
| **From** | | **To** |
| enter text.  enter text.  enter text.  enter text.  enter text.  enter text.  enter text. | enter text.  enter text.  enter text.  enter text.  enter text.  enter text.  enter text. | | | | | enter text.  enter text.  enter text.  enter text.  enter text.  enter text.  enter text. | | enter text.  enter text.  enter text.  enter text.  enter text.  enter text.  enter text. | enter text.  enter text.  enter text.  enter text.  enter text.  enter text.  enter text. | | |

\*Please give details/reasons for career breaks and if you have been self-employed you will need to provide proof.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Information** (please use additional sheet if necessary)  **Are you currently or have you ever been an employee or volunteer for any DFAMAT school/college?** Click or tap here to enter text.  **if YES, please provide details**  Click or tap here to enter text.  **Are you related to, or know personally, any DFAMAT employee/volunteer?** Click or tap here to enter text.  **if YES, please provide details (Name/Position within the Trust/Relationship of person to you)**  Click or tap here to enter text.  **Have you applied previously for a post within DFAMAT?** Click or tap here to enter text.  **If YES please give details (post/date)**  Click or tap here to enter text. | | | |
| **Additional comments relevant to your application**  Click or tap here to enter text. | | | |
| **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  Please complete all fields below: | | | |
| **Referee 1**  Name and address Position: Click or tap here to enter text.  Click or tap here to enter text.  Contact Tel No: Email: Click or tap here to enter text.  Click or tap here to enter text. | | | |
| **Referee 2**  Name and address Position: Click or tap here to enter text.  Click or tap here to enter text.  Contact Tel No: Email: Click or tap here to enter text.  Click or tap here to enter text. | | | |
| **Referee 3**  Name and address Position: Click or tap here to enter text.  Click or tap here to enter text.  Contact Tel No: Email: Click or tap here to enter text.  Click or tap here to enter text. | | | |
| **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 DFAMAT 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 DFAMAT 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 DFAMAT 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 DFAMAT as satisfactory**  **Signed:** Click or tap here to enter text. **Date:** Click or tap here to enter text. | | | |
| **Please return to:**  Ms S Watson  White Cliffs Primary College for the Arts  St Radigund’s Road  Dover  Kent  CT17 0LB  Tel: 01304 206174  Email: paprincipal@wcliffs.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 |  |  |

|  |  |
| --- | --- |
| A close up of a logo  Description generated with very high confidence | **Application for Employment**  **Section B**  (please attach to Section A) |
| Post Applied For: | Click or tap here to enter text. |
| **Please provide evidence that demonstrates you have the personal qualities, experience, knowledge and skills required for this role (refer to the person specification).**  Click or tap here to enter text. | |
| 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:** Click or tap here to enter text. **Date:** Click or tap here to enter text. | |