

**APPLICATION FORM**

Pele Trust is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

|  |  |
| --- | --- |
| **Post Applied for:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Personal Details** | | | | | | | | | | | | | | |
| **Forename(s):** | |  | | | | **Surname:** | | |  | | | | | |
| **Former Names**  **(if applicable):** | |  | | | | | | | | | | | | |
| **Current Address:** | | | | | | | | | **Contact Details:** | | | | | |
| **Post Code:** | | | | | | | | | **Mobile:** | | | | | |
| **Telephone:** | | | | | |
| **Email:** | | | | | |
| **National Insurance**  **Number:** | |  | | | | | | | |  | | |  | |
| **Disability:**  **Do you consider yourself to have a disability? Yes No**  **Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)** | | | | | | | | | | | | | | |
| **Section 2: Education, Training and Qualifications** | | | | | | | | | | | | | | |
| **Secondary Education** | | | | | | | | | | | | | | |
| **Name and location** | | | | | **Examinations passed with grades – where these are predicted grades you should indicate this as “Predicted”** | | | | | | **Date qualification awarded** | | | |
|  | | | | |  | | | | | |  | | | |
|  | | | | |  | | | | | |  | | | |
|  | | | | |  | | | | | |  | | | |
|  | | | | |  | | | | | |  | | | |
|  | | | | |  | | | | | |  | | | |
|  | | | | |  | | | | | |  | | | |
| **Higher Education** | | | | | | | | | | | | | | |
| **University/College/Organisation** | | | | | **Course undertaken and qualifications passed with grades/expected grades** | | | | | | | **Date qualification awarded/expected** | | |
|  | | | | |  | | | | | | |  | | |
|  | | | | |  | | | | | | |  | | |
|  | | | | |  | | | | | | |  | | |
|  | | | | |  | | | | | | |  | | |
| **Courses attended in the last 5 years** Please include organising body, course title, dates and duration | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Please list any relevant professional bodies of which you are a member**: | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | |
|  | | | | | | |  | | | | | | | |
| **Special Interests and Relevant Experience**  Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and, if relevant, to working with children. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Section 3 – Employment History** | | | | | | | | | | | | | | |
| **Present Post (or if not in employment your last employer)** | | | | | | | | | | | | | | |
| **Current Employer** | | | | **Address** | | | | | | | | **Post Held** | | |
|  | | | |  | | | | | | | |  | | |
| **Annual or hourly Salary** | | | | | **Date of appointment** | | | | | | | **Date of leaving** | | |
| £ | | | | |  | | | | | | |  | | |
| **Give details of present post, including job title, subjects taught and areas of responsibility:** | | | | | | | | | | | | | | |
| **Reason for leaving:** | | |  | | | | | | | | | | | |
| **Previous Employment (please complete in chronological order starting with the most recent Current** | | | | | | | | | | | | | | |
| **From:** | **To:** | **Name and Address of Employer** | | | | | | **Position Held** | | | | | | **Reason for Leaving** |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |
|  |  |  | | | | | |  | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4 – Supporting Statement**  Please provide a written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. | | | |
|  | | | |
| **Section 5: References** | | | |
| **Please give the name and address of two referees. One of these should be a present or most recent employer, or teacher/tutor from your school or college. Personal referees should be employed in a professional capacity and have known you for at least 3 years.** | | | |
| **Title:** |  | **Title:** |  |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Name of establishment:** |  | **Name of establishment:** |  |
| **Address:** |  | **Address:** |  |
| **Postcode:** |  | **Postcode:** |  |
| **Email:**  (not personal) |  | **Email:** |  |
| **Tel No:** |  | **Tel No:** |  |
| **Section 6: Rehabilitation of Offenders Act 1974** | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However,  amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at unlock.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | |
| **Section 7: Declaration** | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to   1. references which are satisfactory to the school 2. a satisfactory DBS certificate and check of the Barred list 3. the entries on this form proving to be complete and accurate and 4. a satisfactory medical report, if appropriate.   I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard | | | |
| **Name:** |  | **Signature:** |  |
|  |  | **Date:** |  |