



Application for Employment

If you would like to have this application form on computer disk, audio or in Braille please contact us.

All applicants must complete this form. Just sending a CV will not be accepted.

Please complete using **black ink** or **type** and return to the **Principal**

Job Title _____

Where did you see this job advertised? _____

Were you recommended by a Member of Staff and if so – who?

Details of Friends and/or Relatives employed by Phoenix Learning & Care

Personal Details

Surname _____ Forenames _____

Home Address _____

Post Code _____ Address for Correspondence if different from above

National Insurance Number :

E-mail address: _____

Contact Numbers:

Home: _____ Work: _____ Mobile: _____

May we contact you at work? Yes No Have you applied for a post with the college in the past two years? Yes No

If yes, please give details _____

If this post is temporary, part-time or job share please indicate the period/times of the day you prefer to work. _____

Education & Training**Secondary & Tertiary Education**

Name of School	Dates	Qualification taken and grades/levels obtained. Please give details of examinations failed.

Continuing Education (University/College/Apprenticeship etc)

Place of Education	Dates MM/YY	Subject	Qualifications taken & grades/levels obtained. Please give details of examinations failed.	Full or Part Time

Other Training and Development

Date	Detail

Membership of Professional Bodies

Date	Detail

Other Skills (including languages and your level of proficiency; I.T. skills, audio & shorthand speeds) that may be relevant to this application.

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Other relevant activity (e.g. please include details of any community or voluntary experience e.g. JP, local councillor, school governor)

Employment History

(If this is your first job after leaving school or college, you may like to give details of any holiday, weekend or evening job or work experience placement.)

Present or most recent Employment

Please give details of all current employment (add a continuation sheet of necessary)

Name of Employer _____

Address of Employer _____

Position(s) held _____

Date(s) Started/Completed _____	Present salary & grade _____
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Are you a member of a pension scheme? Yes No

Other benefits/bonuses etc.

Notice period required from current Employer _____

Write a brief description of your present duties/responsibilities including who you report go and, if appropriate, who reports to you.

Reasons for wanting to leave or if applicable, having already left

Full employment history

(most recent first) – please explain any gaps in your career history

Date From	Date To	Employers name, location & nature of business	Position held	Reason for leaving

Do you have a current driving licence?

Full Provisional LGC PSV No

Do you own/have use of a car for work? Yes No

Do you have any current endorsements?
(if yes, please give details) Yes No

Working in the UK

Are you eligible to work in the UK – please note that if applicable you will be required to provide evidence of this.

Yes No

Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the above Act. Applicants are therefore NOT entitled to withhold information about convictions/cautions, which for other purposes would be regarded as 'spent', and in the event of employment, any failure to disclose information about convictions/cautions will result in dismissal. If you have been convicted of a criminal offence, please give details including all relevant dates in the space below. Information given will be treated in the strictest confidence. If you have not been convicted/cautioned of a criminal offence, please indicate by stating **NONE**.

Please note that this post is subject to the requirement for a Disclosure Application from the Disclosure and Barring Service.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are conditional to an enhanced Disclosure & Barring Service check to ensure that a candidate is eligible to work in this sector as defined by the Department of Education. Having an entry on record does not automatically exclude a candidate from employment and their appointment will be at the discretion of the Directors of Phoenix Learning & Care Ltd. However, under the vetting and barring regulation certain offenses automatically cause a candidate to be excluded from working in the sector.

References

Please give details of three people, one of whom must be your present or most recent employer (or tutor in the case of a student) from whom confidential references may be requested. If these people know you by a different name from the one you have given at the beginning of this application. Please give the name below. References may be taken before an offer of employment is made, and in certain circumstances a reference may be requested from any of your previous employers.

Please place an 'X' in the box if you do not wish us to contact this person before you come for interview.

Current Employer

1) Name

Previous Employer

2) Name

Address

Address

Telephone Number

Telephone Number

email _____

email _____

Relationship to you

Relationship to you

Length of time known _____

Length of time known _____

Character Reference

3) Name

Address

Telephone Number

Email _____

Relationship to you

Length of time known _____

Reason for application

Please say why you are applying for this post. Outline aspects of your experience and give details of any particular achievements which you consider relevant to this post (you may use a continuation sheet if necessary).

I certify that to the best of my knowledge the information in this application is a true and accurate record. I understand that any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signed _____

Date _____

Please note that the details of this application form will be entered onto the college computer system. In signing this application form you are signifying your agreement to the processing and storage of these details.

In signing this application, candidates need to acknowledge that they are aware that

- Direct or indirect canvassing regarding their appointment will Render them liable to disqualification**
- The above information is correct**
- Any false information or deliberate omissions will disqualify them from employment or may render them liable for dismissal or criminal prosecution**
- The information they provide is subject to the Data Protection Act 1998. The Company will process data principally for personnel, administrative and payroll purposes.**

Signed _____

Print name _____

Date _____