** **

Registered charity 1142675

**Application for employment & Self Declaration form**

**Clifton Learning Partnership/Clifton EMAG Ltd**

**Guidance on completing your application form**

Your application form plays a key part in deciding whether or not you are invited to an interview. The short listing panel will measure it against the person specification and or job/role description, and decide who to interview based on the information you provide on your form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. If you are applying for posts within the organisation which may bring you into direct or indirect contact vulnerable groups, including children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application. We may contact previous employers in order to verify your employment history.

**Points to remember**

* Take your time and complete the form as fully and as accurately as you can;
* Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these;
* Don’t leave out any relevant experience, skills or knowledge that you have – however you gained it;
* You may complete the form by hand or electronically;
* Please do not send in your CV. It will not be accepted.

**GDPR 2018**

The information provided on this form will be processed in accordance with the GDPR 2018 principles. This means that the information will be kept securely and confidentially, and only used for the purposes of recruitment. If you are not shortlisted your information will be deleted immediately after recruitment. If you are interviewed your information will be retained for 6 months and then deleted. This applies to your personal information stored either electronically or in paper format.

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|  |  |
| --- | --- |
| **Position applied for:** | **Closing date:** |

**SECTION A – Application form**

1. **About you**

|  |  |
| --- | --- |
| Title |  |
| Family name |  |
| Given names |  |
| Home address (including post code) |  |
| Email address |  |
| Phone numbers – home and mobile |  |
| If this post requires you to have a car available in order to be able to fulfil the role/position please answer the following questions | |
| Do you have a driving licence?  (You will be asked to produce both parts) |  |
| Do you have access to a car? |  |

1. **Current /last employment – please add as much detail as possible – failure to do so may mean that your application is not considered further**

|  |  |
| --- | --- |
| What was the position that you held |  |
| Name and address of organisation (so that we can verify employment history) |  |
| Telephone number (so that we can verify employment history) |  |
| Email address (so that we can verify employment history) |  |
| Salary |  |
| Name and job title of your line manager |  |
| Date started employment |  |
| Date left employment (if applicable) |  |
| Reason for leaving |  |
| Brief outline of your duties |  |

1. **Previous employment (most recent first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and contact details of previous employers – address, email, phone | Position held | From | To | Brief description of duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please continue on additional sheets if necessary

1. **Voluntary or unpaid work**

Please tell us about any voluntary or unpaid work that you are doing now or have done in the past

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of organisation | Position held | From | To | Brief description of duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please continue on additional sheets if necessary

1. **Gaps in employment**

Please tell us about any gaps in your employment history.

|  |  |  |
| --- | --- | --- |
| From | To | Reason |
|  |  |  |
|  |  |  |

Please continue on additional sheets if necessary

1. **Qualifications**

Please tell us if you have any relevant qualifications. Please note original certificates highest qualification/most relevant) will be requested at interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/college/university | From | To | Qualifications gained | Level or grade |
|  |  |  |  |  |

Please continue on additional sheets if necessary

1. **Supporting statement**

The supporting statement gives you an opportunity to tell us more about yourself and your suitability for the role. Please continue on separate sheets if needed.

|  |
| --- |
|  |

Please continue on additional sheets if necessary

1. **References**

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference must be used.

References will be checked and verified before any job offer is guaranteed.

References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee.

|  |  |
| --- | --- |
| **Referee 1** | |
| Name |  |
| Relationship to you |  |
| Organisation |  |
| Position held |  |
| Address and post code |  |
| Telephone number |  |
| Email address |  |
| **Referee 2** | |
| Name |  |
| Relationship to you |  |
| Organisation |  |
| Position held |  |
| Address and post code |  |
| Telephone number |  |
| Email address |  |

**SECTION B – Self declaration**

**Disclosure and Barring Service (DBS) checks**

All eligible posts in England involving work with vulnerable groups, including children, will require a Disclosure and Barring Service (DBS) check.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act and is eligible, we will ask anyone who is provisionally offered a position/role for an up-to-date criminal record check from the DBS which may provide information about convictions, cautions, reprimands and final warnings which might otherwise be regarded as spent. If this is the case it will be clearly indicated in the advertisement and job description

**Self disclosure of criminal record information**

The criminal record information you are required to provide as part of this form is not used for short listing purposes. However, if you are shortlisted for interview, your self-disclosed criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying.

Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice.

**Please read the question below, related to information about criminal records**

If the answer to the question is “Yes”, please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, in a sealed envelope marked with your name and the post. Attach this to your completed application form.

Do you have any **unspent** convictions, cautions, reprimands or warnings?

Yes/No (please delete)

**Your right to work in the UK**

We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a British passport or visa). You will be asked to bring this with you if you are called for interview.

“I confirm that I have a right to work in the UK and that I have documentary evidence for this.”

Yes/No (please delete)

**Access requirements for applicants with a disability**

We will take all reasonable steps to remove any barriers you may otherwise face when attending interview.

Do you have any access requirements that we need to be aware of if you are invited for interview**.** Please detail below

**Disciplinary action**

Please read the questions below about disciplinary action. If you need to answer “Yes” to any of them, please provide details in a sealed envelope attached to your application and marked “confidential” and with your name and post written on the outside of the envelope. The envelope will not be opened unless you are provisionally offered a role after the interview. Answering “Yes” to any question about disciplinary action will not mean that you cannot be considered for this job.

Have you been the subject of formal disciplinary action by your current employer?

Yes/No (please delete)

Are you the subject of on-going disciplinary proceedings by your current employer?

Yes/No (please delete)

Have you ever been the subject of any formal disciplinary action by a previous employer or were you the subject of any incomplete disciplinary proceedings at the time you left?

Yes/No (please delete)

Are you or have you ever been subject to any sanctions imposed by a professional body?

Yes/No (please delete)

**Declaration**

By signing this declaration you are agreeing with the statements below, which may be referred to in the future.

* I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information;
* I have not attempted to influence an employee of Clifton Learning Partnership/Clifton EMAG Ltd in connection with this application;
* I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;
* I give consent for Clifton Learning Partnership/Clifton EMAG Ltd to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998;
* I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

**Name**

**Signature**

**Date**

Returning this application form

Please return your completed application and self -declaration form to **Clifton Learning Partnership/Clifton EMAG Ltd, The Caretaker’s House, St Leonard’s Road, St Ann’s J & I School, Rotherham, S65 1PA** by 5.00pm on the closing date. **Email applications are acceptable** but you will be asked to sign the declaration if you are invited for interview. Late applications will not normally be considered.