

Post Applied For:  Closing Date:

## SECTION 1: Personal Details

Surname:  First Name:

Address:

Home No:  Mobile No:

Email Address:

National Insurance No:

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

### Driving Licence

Do you hold a full, clean driving licence valid in the UK? Yes  No   
(You will need to present your licence at the interview)

Do you have the use of a car? Yes  No

### Health Information

Do you have any health problems or allergies which may affect your work? Yes  No

(If yes, please give details):

## SECTION 2: Education/ Qualifications

Please list highest qualification first:

Subject	Place of study and date of qualification (From – To)	Qualification	Grade
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Continue on a separate sheet if necessary.

### **SECTION 3: Skills and Experience**

Please give details of any training, skills, or experience (paid or voluntary) you feel are relevant to this position. In particular, any experience you have working with disabled children.

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## SECTION 4: Employment

Please provide details of your employment history for the last 10 years. Please explain any gaps in employment.

Current Employer:

Address:

Position Held:

Summary of Duties:

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### Previous Employers

Name of Employer:

Address:

Dates of Employment: From  To

Position Held:

Summary of Duties:

Reason for Leaving:

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Name of Employer:

Address:

Dates of Employment: From  To

Position Held:

Summary of Duties:

Reason for Leaving:

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Name of Employer:

Address:

Dates of Employment: From  To

Position Held:

Summary of Duties:

Reason for Leaving:

Continue on a separate sheet if necessary.

## **SECTION 5: Personal Statement**

Please use this section to explain how you meet the requirements of the job description and personal specification and why you would be suitable for the role.

## **SECTION 6: Rehabilitation of Offenders Act (1974)**

Due to the nature of the position for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offender Act 1974 (Exemptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal. Information given will be strictly confidential and will only be considered for the purposes of this application.

Do you have any criminal convictions? Yes  No

## **SECTION 7: Disability Discrimination Act**

Do you have a disability which is relevant to your application? Yes  No   
(If yes, please give details):

## **SECTION 8:   References**

Please give the names and addresses of two referees one of whom should be your present/ last employer (if applicable). If one, or both, of your referees is NOT a previous employer please clearly outline your relationship to them. Referees must not be related to you.

**Reference 1**

**Reference 2**

Name:

Name:

Job Title:

Job Title:

Relationship:

Relationship:

Organisation:

Organisation:

Address:

Address:

Contact No:

Contact No:

E-mail Address:

E-mail Address:

(Please Note: No approach will be made to your referees before an offer of employment is made to you.)

## **SECTION 9:   Declaration**

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

If I am successful and am employed I give my consent for {employer's name} to process and retain on file information contained on this form and in any accompanying documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your application. Please return this form to: *{an address other than your home is advisable such as the CFDP address. Please let us know if you would like to do this}*.