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| **APPLICATION FORM** |

PLEASE ENSURE THAT YOU FILL IN ALL PARTS OF THE APPLICATION FORM. PLEASE BE AWARE THAT PROVIDING FALSE INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED, OR WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR SUMMARY DISMISSAL IF YOU ARE IN POST AND POSSIBLE REFERRAL TO THE POLICE. CHECKS MAY BE CARRIED OUT TO VERIFY THE INFORMATION YOU PROVIDE ON THE APPLICATION FORM. PLEASE COMPLETE USING BLACK INK OR TYPE.

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| APPLICATION FOR THE POST OF: | | | | | | | | | | | | | |  | |
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| SURNAME:’  TITLE: | | | | | | | **FORENAME(S):**  Please give details of any previous surnames: | | | | | | | | |
| ADDRESS FOR CORRESPONDENCE:  E-MAIL ADDRESS: (will be the one we use to send information to you | | | | | | | **TELEPHONE NUMBERS**  **HOME:**  WORK:  May we contact you at work?  NATIONAL INSURANCE NUMBER: | | | | | | | | |
| Employment History | | | | | | |  | | | | | | | | |
| PRESENT OR MOST RECENT EMPLOYMENT  Name & address of employer:  Nature of business/Role/Responsibility:  Date of appointment:  Job title: | | | | | Are you still currently employed by this organisation?  Grade and details of allowance:  Salary Scale and Current Salary:  Notice required:  Date available to take up new post: | | | | | | | | | |  |
| Previous Employment  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. | | | | | | | | | | | | | | |  |
| **Employer’s name and address** | | **From**  **Month / Year** | | **To**  **Month / Year** | | | | **Job title and summary of main duties** | | | | **Reason for leaving post** | | | |
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| **Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.** | | | | | | | | | | | | | | | |
| **Support of Application – Please use this space to detail the skills, experience, motivations & qualifications you have which are relevant to the role.** | | | | | | | | | | | | | | | |
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| **Qualifications and Training** | | | | | | | | | | | | | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  **Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.** | | | | | | | | | | | | | | | |
| **Course** | | | **School/College University/Institution** | | | | **From** | | | | **To** | | **Result/ Qualifications gained** | | |
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| **Continuing Professional Development**  **Give details of the most recent, relevant courses attended and indicate any awards earned.** | | | | | | | | | | | | | | | |
| **Subject** | **Provider** | | | | | **Duration** | | | | **Dates** | | | | | |
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| **References** | | | | | | | | | | | | | | | |
| **Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer.**  **It is the normal practice for references to be obtained before any formal interview.** | | | | | | | | | | | | | | | |
| **If you were known to either of your referees by another name please give details:** | | | | | | | | | | | | | | | |
| **1st Referee** |  | | | | | **2nd Referee** | | | |  | | | | | |
| **Name:** |  | | | | | **Name:** | | | |  | | | | | |
| **Position:** |  | | | | | **Position:** | | | |  | | | | | |
| **Address** |  | | | | | **Address** | | | |  | | | | | |
| **Tel:** |  | | | | | **Tel:** | | | |  | | | | | |
| **Email:** |  | | | | | **Email:** | | | |  | | | | | |
| **If this is your current employer please confirm that we can contact before interview: YES/NO** | | | | | | | | | | | | | | | |
| **Please give details of your interests outside of work** | | | | | | | | | | | | | | | |
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| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?  YES/NO  2. Do you hold a full current driving licence?  YES/NO  3. Are you a relative or partner of any employee of Move More?  If YES, Please state name of person and relationship    4. If you have a disability please let us know of any special arrangements you may need to  make if you are short listed for interview:    5. Where did you see the advertisement for this post? If seen on the internet on which site? | | | | | | | | | | | | | | | |
| **Criminal Convictions - Rehabilitation of Offenders Act 1974** | | | | | | | | | | | | | | | |
| COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND OVERS  If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.  DATA PROTECTION ACT 1998  The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.  NOTES  (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.  (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.  (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination  Move More abides by the Disclosure and Barring Service Code of Practice, a copy is available on request or visit [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)  A copy of the Policy for the recruitment of ex-offenders is available from the Organisational Development and Human Resources service | | | | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | | | | |
| I agree that any offer of employment with Move More is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that Move More may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Move More is committed to the prevention, detection and elimination or fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my application be rejected, any offer of employment being withdrawn and, in the event of employment, dismissal or disciplinary action by Move More.  **Signed: Date:**  **Ethnic Group** | | | | | | | | | | | | | | | |
| You are asked to complete the grid below for the purposes of monitoring applicants for employment by reference to ethnic origin. You are, of course, not obliged to provide this information. | | | | | | | | | | | | | | | |
| How would you describe yourself?  These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. \* Please define.  Please tick the appropriate box to indicate your cultural background:  **White**:  British  Irish  Other  **Mixed**:  White and Black Caribbean  White and Black African  White and Asian  Mixed Other  **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Asian Other  **Black or Black British:**  Caribbean  African  Black Other  **Chinese or Other Ethnic:**  Chinese  Chinese Other  Other Ethnic Group | | | | | | | | | | | | | | | |