 Application Form

Thank you for your interest.

Please note it is an offence to apply for a role at GET if you are barred from engaging in regulated activity relevant to children.

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

**Application for the post of**

|  |
| --- |
|  |

###### Personal Details

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:**  |  | **First Name(s):**  |  | **Surname:** |  |
| **NI No:** |  |
| **Former Name(s):** |  |
| **Address:** |  |
|  |  |
|  |  |
|  |  |
| **Post Code:**  |  | **Email Address:**  |  |
| **Mobile No:**  |  | **Tel No:**  |  |

|  |
| --- |
| **To help us monitor the success of our advertising, please state where you saw this position advertised:** |
|  |

|  |
| --- |
| Driving Licence (for positions that involve driving only) |
| Do you hold a current, full driving licence that is valid for driving in the UK? | **YES** |  | **NO** |  |
|  | **Car:** |  | **Motor Bike:** |  |

## Employment History

(Please give details of your current or most recent employment)

|  |  |  |
| --- | --- | --- |
| **Post Title:** | From:  |  |
|  | To:  |  |
| **Employer Name/ School / Establishment:** | **Salary / Grade:** |
|  |  |
| **Full Time / Part Time:** | Period of Notice: |
|  |  |
| Reason for Leaving: |
|  |

|  |
| --- |
| Description of Key Duties and Responsibilities: |
|  |

**Previous Employment** (Please give details of all previous positions you have held since leaving school, starting with the most recent first).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **TUTORS ONLY SECTION** |  |
| **From** | **To** | **Employer/Schools/****Establishment** | **Position Title** | **Type of School**  | **FT/PT or Supply** | **Age Range Taught** | **Reason for Leaving** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Please give details below of any gaps in your employment history: |
|  |

**Relevant Skills and Experience**

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.

**It is essential that you provide us with details that demonstrate how you meet the criteria within the relevant Job Description.** This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

|  |
| --- |
|  |

**Relevant Skills and Experience Continued**

|  |
| --- |
|  |

## Education/Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Taken & Awarding Body** | **Year** | **Grade** | **Date** | **Name of Educational Establishment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Course Taken** | **Course Title** | **Date** | **Outcome (Grade Achieved Where Relevant)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## References

**Please give details of two referees, one of whom must be an employer where you have worked with children. If you have never worked with children, please ensure the referee is from your present employer and your last employer. This must cover at least the last three years. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation.**

In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members**. To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee’s e-mail address.**

|  |
| --- |
| **REFEREE ONE: This reference must either be your current or previous employer** |
| **If you are invited for interview may we approach this referee without reference to you?** | **YES** |  | **NO** |  |
| **Did you work with children at this employment?** | **YES** |  | **NO** |  |
| **Name:** |  |
| **Job Title:** |  |
| **Employer Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Tel No:** |  |
| **Relationship to you:** |  |

|  |
| --- |
| **REFEREE TWO:**  |
| **If you are invited for interview may we approach this referee without reference to you?** | **YES** |  | **NO** |  |
| **Name:** |  |
| **Job Title:** |  |
| **Employer Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Tel No:** |  |
| **Relationship to you:** |  |

#### Criminal Convictions

(A criminal conviction is not necessarily a bar to employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions or conditional cautions under the Rehabilitation of Offenders Act 1974? | **YES** |  | **NO** |  |
| Are any of these “spent” as defined by the Rehabilitation of Offenders Act 1974? | **YES** |  | **NO** |  |
| Are you aware of any current investigations against you? | **YES** |  | **NO** |  |

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, GET will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

##### Data Protection

The information supplied on this form is being collected as part of GET’s recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to GET to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **Date of Interview:** |  |
| **Interviewers Names:** |  |
| **Verified Applicants Signature at Interview:** |  |