**GROVE COTTAGE APPLICATION FORM**

**Post Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE** **COMPLETE** **IN** **BLACK** **TO** **FACILITATE** **PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All** **sections** **must** **be** **completed.**

**PERSONAL** **DETAILS** **(block** **capitals** **please)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname/Family** **Name:** | | **Preferred** **Title:** | |
| **First** **Name(s):** | | **Previous** **Surname:** | |
| **Home** **Address**: | |  | |
|  | | **Email:** | |
|  | | **Telephone** **(Home)** | |
|  | | **Telephone** **(Work)** | |
| **Post** **Code**: | | **Telephone** **(Mobile)** | |
|  | | | |
| **CURRENT** **OR** **MOST** **RECENT** **EMPLOYMENT** | | | |
| **Employer’s** **Name:** | | | |
| **Department/Section:** | | | |
| **Address:** | | | |
| **Job** **Held:** | **Grade:** | | **Salary:** |
| **Date** **Started:** | **Are** **you** **still** **employed?** **Yes/No**. | | |
| If **YES,** amount of notice required | or, if **NO,** the date employment ended: | | |
|  | | | |
| **Brief** **description** **of** **the** **main** **duties** **of** **your** **job:** | | | |
|  | | | |

**PREVIOUS** **EMPLOYMENT** **DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name** **and** **Address** **of** **Employer** | **Job** **Title** | **Reason** **for** **Leaving** |
|  |  |  |  |  |

Any Gaps in employment must be accounted for please stare below. e.g. travelling /raising a family/unemployed.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Reason for gaps in employment** |
|  |  |  |

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

|  |  |  |
| --- | --- | --- |
| **Dates** **Attended** **From** **/** **To** | **Name(s)** **and** **Address(es)** **of** **Secondary** **School/College/** **University** **or** **other** | **Qualifications** **gained** **(State:level/grade/date** **achieved)** |
|  |  |  |

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| --- |
| **LEISURE INTERESTS**  Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying |
|  |
| **MEMBERSHIP** **OF** **PROFESSIONAL** **BODIES** |

|  |  |
| --- | --- |
| **Name of Institute/ Professional Body** | **Current Level of Membership (e.g. corporate)** |
|  |  |
| Please give details of your involvement with these bodies (e.g. attendance at meetings) | |

**TRAINING AND DEVELOPMENT**

|  |
| --- |
| Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now, **one** **of** **whom** **must** **be** **your** **present** **or** **most** **recent** **employer**. Where possible please provide us with professional email addresses. All other referees must have been known to you for over three years and cannot be a relative.

|  |  |
| --- | --- |
| **1)** **Name:** | **Status:** |
| **Address:** |  |
|  |  |
| : |  |
| **Telephone:** |  |
| **2)** **Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

|  |  |
| --- | --- |
| **From** **what** **source** **did** **you** **learn** **of** **this** **vacancy?** | |
| **Are** **you** **a** **relative** **or** **partner** **of** **any** **employee/volunteer** **or** **Trustee of** **Grove Cottage?** | Yes/No |
| **If** **yes**, please give details: …………………………………………………………... | |
| **Has** **someone** **else** **completed** **this** **form** **on** **your** **behalf?** | Yes/No |
| **If** **yes**, please provide the person’s name and an explanation:  In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)  **YOU NOCRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**  **From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent SafeguarCRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**  **From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.**  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  **In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK**  **In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)**  **YOU NOW NEED TO COMPLETE THE ENCLOSED**  **PERSON SPECIFICATION FORM**  **support\_staff\_ding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. 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| **Are** **you** **a** **relative** **or** **partner** **of** **any** **current or former member of Grove Cottage?** | | Yes/No |
| **If** **yes**, please give details: …………………………………………………………... | | |

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**DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I understand that as part of our shortlisting process Grove Cottage may carry out online searches.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Print Name:

Signature: Date:

**THANK YOU FOR YOUR APPLICATION. YOU WILL BE CONTACTED WITHIN SEVEN DAYS OF RECEIPT IF YOUR APPLICATION IS SUCCESFUL.**