

# Application for Employment

## Your guide to completing the form



### Before you begin

Read the advertisement and any additional supporting information provided, including:

- The job description, which lists the tasks you will be expected to carry out and describes how the job fits in with other employees.
- The person specification, which details the experience, skills and abilities needed for the role. It is vital that your application demonstrates how you met these requirements.

In order to improve your chances of being selected, use specific examples from your experience and relate them to the person specification, job description and any other information provided. It is in your interest to complete the form in such a way as to maximise your chances of being selected.

### Completing the Form

Please make sure you fill in your name or initials on each page of the application form as this will help to keep all the pages together.

If you have downloaded this form from our website, please return it completed to – [enquiries@asportingchance.org.uk](mailto:enquiries@asportingchance.org.uk)

### Supporting statement:

Please complete this in the section 'Reasons for applying' on page. Remember to relate your skills, knowledge and experience to the job description and person specification when completing this section.

### Important notes:

If you want to **complete the form electronically** and email it to us:

1. You can type into the form, and can return the completed version to us via email.
2. You will not be able to sign the form on page 1. By e-mailing the form to us, you declare that the information on this form, and your answers are true and accurate. Email is taken as substitute for your signature.
3. You are also agreeing to us processing sensitive information in accordance with our registration with the Information Commissioner's Office.

If you want to **print the form** and send it via post:

1. Complete the form in black ink and ensure that it is legible.
2. Do not write outside the lines.
3. Ensure you mark each sheet with your full name.
4. Ensure that you have read and understood the declaration on page 1, and that you have signed and dated your completed application form before returning it.

You may find it useful to take a copy of your completed application form for your own personal records.

Sporting Chance Newport CIC is committed to safeguarding and promoting the welfare of its children and expects all employees and volunteers to share this commitment.

Thank you for your interest in applying for a position within our school.



# Application for Employment



## Section 1: Position applied for:

## Section 2: Data Protection Notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

## Section 3: Personal details

First Name:

Last Name:

Preferred Title: e.g. Mr/Mrs/Miss/Ms

Previous Names:

Address:

Postcode:

Home phone number

Mobile:

Home Email address:

National Insurance number:

Please declare any family or close relationship to any existing employee of or Local Advisory Board

**For teaching staff only.** Please complete the following information:

DfE Teacher Reference No.:

Date of qualification as a Teacher:

Do you have Qualified Teacher Status ("QTS")?

QTS Certificate No.:

## Section 4: Right to work in the UK

Before you start working, you MUST provide evidence of your right to work in the United Kingdom. If you are appointed to the post you will receive full guidance.

Are you currently eligible for employment in the UK?

Yes  No

Is this subject to a Work Permit or Visa?

Yes  No

## Section 5: Living or Working Outside the UK in the last 5 years.

If you've lived or worked outside of the UK in the last years, you will be required to provide additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:** Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

<b>Section 6: Current/most recent employment</b>	
Employer's Name and Address: Employer's Address	Job Title: Reason for leaving:
Employed from (mm/yy):            to: Notice period:	Current Salary (point): Allowances:
Brief description of responsibilities: <a href="#">Click or tap here to enter text.</a>	

<b>Section 7: Previous employment</b> Please include all full time and part time positions and any breaks in employment. Please list the most recent first and continue on a separate sheet if necessary.				
Dates employed	Employer	Job title	Description of responsibilities/salary/size of school	Reason for leaving
to				
to				
to				
to				
to				
to				

<b>Section 8: Education and qualifications</b> Please continue on a separate sheet if necessary		
<b>SECONDARY SCHOOL EDUCATION</b>		
School/College (State country if not UK)	Education level, subjects and grades (e.g. GCSEs: Maths (A), English (A) etc.	Date (mm/yy)

CONTINUING EDUCATION/FURTHER EDUCATION		
College/University (State country if not UK)	Education level and subjects	Start and expected end date (mm/yy)

**Section 9: Gaps in employment/education history**

Please use this space to explain any gaps in your history including any gaps since leaving education

**Section 10: Continued Professional Development**

Please list any courses you have completed and/or any professional development which you have been involved in in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates		Award/Grade received (if applicable)
			From	To	

**Section 11: Membership of Professional Bodies**

Registration Body	Registration number	Membership Status	Start (mm/yy)	Expiry (mm/yy)

**Section 12: Hobbies/Interests**

Please give details of any hobbies, interests or skills that you can bring to the School for the purposes of extended learning.

Click or tap here to enter text.

### Section 13: Reason for applying

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from work experience, any voluntary or community work or any other organisation that you have been involved with. You should ensure that any information submitted reflects your experience relating to the requirements of the person specification. Give your reasons why you are for applying for this post and say why you believe you are suitable for the position. Continue on a separate sheet if necessary. Please restrict your application to 4 sides of A4. ***If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.***

Click or tap here to enter text.

## Section 14: References

Please provide the details of two people to whom you are not related and to whom a request for a reference can be made relating to your work experience and suitability for the post for which you are applying. As a minimum, one should be your current employer, or if you are unemployed, your last employer, or in the case of school/college/university leavers, your tutor.

**Please note that we reserve the right to approach any of your previous employers for a reference.**

Name:	Name:
Job Title, Company:	Job Title, Company:
Relationship:	Relationship:
Address:	Address:
Telephone:            Email:	Telephone:            Email:
May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 15: Health and Disability Details

We have a legal duty under Keeping Children Safe in Education to confirm that you have the mental and physical fitness to carry out the role you are applying for.

**Tick the box to confirm that you are mentally and physically fit for the role you are applying for:**

## Section 16: Rehabilitation of Offenders Act 1974 (all Applicants MUST answer this section)

This post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 so you do need to disclose criminal convictions. However, the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, **certain convictions and cautions are considered 'protected'**. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on filtering can be found at the Disclosure and Barring Service Website. Any information given will be completely confidential. 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 offence. Please note that in the event of employment, failure to disclose a conviction could result in dismissal or disciplinary action. Please answer the following questions:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes  No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes  No

If yes please provide details including dates and reference numbers and place in a sealed envelope.

## Section 17: Data Protection Statement

The information that you provide on this form will be used to process your application for employment. If you succeed in your application, the information will be used in the administration of your employment with us. We will check the information with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways permitted by law. By signing this application form you are agreeing to the processing of sensitive personal data, in accordance with our registration with the Information Commissioner's Office. If you are unsuccessful in your application with us, your application form will be destroyed. Please see our privacy notice for staff enclosed.

## Section 18: Declaration (to be signed by all applicants)

I have read and understood the information contained in this application form. I declare that all the information provided is true and accurate to the best of my knowledge. I understand that omissions or incorrect statements will disqualify me, or if appointed, I will be liable to be dismissed. This declaration constitutes part of the terms of contract if I am appointed. I understand and agree with the Data Protection Statement above.

Signed (**see Note below**):

Print name:

Date:

*Note: if you email this form to us (i.e. you can't sign it), you will need to type your name in the 'Signed' fields to declare that the information on this form. You will be asked to sign this if successful in your application.*