Logo, company name

Description automatically generated

Job Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Applied For:** |  | | |
| **About You** | | | |
| **Surname:** |  | **First Name(s):** |  |
| **Preferred name if different:** |  |  |  |
| **Address:** |  | **Phone Number:** |  |
|  |  | **Email:** |  |
|  |  |  |  |
| **Postcode:** |  |  |  |
|  |  |  |  |
| **Do you have the right to work in the UK?** | | Choose an item. |  |
| **If ‘Yes’ Please give status** | |  | |
| **Do you hold a full current driving license?** | | Choose an item. |  |
| **NI Number:** |  |  |  |
| **Are you aged over 21?** |  |  |  |
| **At interview you will be asked to produce documentary evidence e.g. P45, P60, NI Card, Passport** | | | |
| **Who do you currently work for?** | | | |
| **Name of employer:** |  | **Your job title:** |  |
| **Address:** |  | **Start Date:** |  |
|  |  | **Type of business:** |  |
|  |  | **Notice required:** |  |
| **Postcode:** |  |  |  |
| **Present Salary:** |  | **Benefits:** |  |
| **Briefly describe the main aspects of your current role** | | | |
|  | | | |
| **Your reason for seeking other employment** | | | |
|  | | | |
| **Who have you worked for in the past?** | | | |
| Start with the most recent prior to your current employment. Remember to include any voluntary work experience. | | | |
| **Name of Employer** | **Your Job Title** | **Dates from/ to** | **Reason for leaving** |
|  |  |  |  |
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|  |  |  |  |
| **Please explain any gaps in your employment history.** | | | |
|  | | | |
| **What relevant Qualifications/ Training do you have \*(please include highest Maths and English )?** | | | |
| **School/ College/ University** | **Dates from** | **Dates To** | **Qualifications gained** |
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| **What attracts you to this job?** | | | |
| Please tell us why you are interested in this job and why you believe you have the right qualities to do it well. | | | |
|  | | | |
| **Referees** | | | |
| Please give the name of your current and most immediate previous employer | | | |
| If you have only one work referee, your second referee may be a character referee. | | | |
|  | **Current or Last Employer** |  | **Second referee** |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Tel no:** |  | **Tel no:** |  |
| **Email:** |  | **Email:** |  |
| **If neither of the above is your present employer please give reasons below:** | | | |
|  | | | |
| **May references be taken up without further approval**  **Please be aware for safer recruitment we request references before we invite any prospective candidate to interview.** | | Choose an item. |  |
| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** | | | |
| Due to the nature of Cairn Educations work with children and vulnerable adults, we use the Disclosure and Barring Service to make checks at an enhanced level on all persons offered employment by Cairn Education. | | | |
| **Declaration** | | | |
| Signature of this document indicates that you have read the job description and any other information issued relating to the vacancy and can comply with the fundamental requirements of this role. In addition it indicates that all the information given by you is accurate. Incomplete or misleading information may, on discovery, result in summary dismissal. | | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |
| **DATA PROTECTION ACT:** | | | |
| Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for 12months and then destroyed. If you are a successful candidate, relevant information may be taken form this form and used as part of your personnel record. Disclosures will only be made for payroll and personnel administration procedures. | | | |