**EMPLOYMENT APPLICATION FORM**

**PUFC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

|  |
| --- |
| JOB APPLIED FOR: |

|  |
| --- |
| **PERSONAL DETAILS** |
| FIRST NAME: | | | SURNAME: |
| HOME ADDRESS: | | CONTACT DETAILS  HOME:  MOBILE:  E-MAIL: | |
| STATUS IN THE UK - Do you have right to work in the UK? | | Yes  No | |

|  |
| --- |
| **EDUCATION** |
| SCHOOLS, COLLEGES, UNIVERSITIES ATTENDED | | FROM | TO | QUALIFICATIONS GAINED  (WITH GRADES) |
| OTHER QUALIFICATIONS/TRAINING/BADGES | | FROM | TO | QUALIFICATIONS GAINED  (WITH GRADES) |

|  |
| --- |
| **CURRENT EMPLOYER** |
| CURRENT/PREVIOUS EMPLOYER NAME: | | |
| POSITION HELD: | | FROM:  TO: |
| SUMMARY OF DUTIES AND RESPONSIBILITIES: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT – PLEASE ENSURE GAPS ARE EXPLAINED** | | | | |
| EMPLOYER | FROM | TO | DUTIES/JOB TITLE | REASON FOR LEAVING |
|  |  |  |  |  |

|  |
| --- |
| **WHY DO YOU FEEL YOU ARE SUITED FOR THIS ROLE AND HOW YOU MEET THE SHORTLISTING CRITERIA?** |
|  |

|  |
| --- |
| **CRIMINAL BACKGROUND DISCLOSURE** |
| The nature of this post means that it is exempt from the Rehabilitation of Offenders Act 1974 and requires that all convictions (including spent convictions) have to be declared. Disclosure of a criminal offence need not necessarily prevent you from employment. However, should you fail to disclose a criminal conviction prior to appointment, this could result in the retraction of your conditional offer or disciplinary action including dismissal. All offers of employment with the Academy are subject to a satisfactory check with Criminal Records Bureau records.  Car parking or speeding offences may be disregarded.  Have you ever been convicted of a criminal offence or subjected to a caution / reprimand / warning or bind over including any that would be regarded as “spent” under the Act in other circumstances?    Yes  No  If Yes, please give details including dates and penalties: | |

|  |
| --- |
| **DECLARATION** |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal.  I consent to the use of this personal data being used for recruitment and selection purposes. I am not listed as unsuitable for employment under Section 142 of the Education Act 2002, the Protection of Children Act List or subject to sanctions imposed by the DBS or any other body. | | |
| Signed:  (Electronic submissions may be left unsigned) | | Date: |

|  |  |
| --- | --- |
| **Please provide two employment references covering a minimum period of 2 years. Should you be successfully appointed we will contact them for a reference. We will not obtain references before any offer has been made. Please ensure you provide work email addresses and not personal email addresses for your referees.** | |
| **Referee 1** | **Referee 2** |
| Name – | Name - |
| Position/Title of Referee – | Position/Title of Referee - |
| Employer Name – | Employer Name - |
| Your job title whilst employed – | Your job title whilst employed - |
| Email address – | Email address |
| Telephone contact details – | Telephone contact details - |