

APPLICATION FORM for SWINDON TUITION CENTRE

POST APPLIED FOR:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | | |
| Title |  | Forenames |  | | | |
| Surname |  | | | Previous surname |  | |
| Current address | |  | | | Postcode |  |
| Email |  | | | Mobile Number |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYMENT  Please enter your present employment first; part-time employment should be clearly indicated. | | | | |
| Present position |  |  |  | |
| Name of Employer |  | Date position started | |  |
| Date position ended |  | MAIN DUTIES: | | |
| Reason for leaving |  |
|  | | | | |
| PREVIOUS EMPLOYMENT  Please enter details of your previous employment including position name, name of employer, dates of employment and reason for leaving. This needs to cover at least five years of work history. | | | | |
| Previous position |  |  |  | |
| Name of Employer |  | Date position started | |  |
| Date position ended |  | MAIN DUTIES: | | |
| Reason for leaving |  |
|  | | | | |
| Previous position |  |  |  | |
| Name of Employer |  | Date position started | |  |
| Date position ended |  | MAIN DUTIES: | | |
| Reason for leaving |  |
|  | | | | |
| Previous position |  |  |  | |
| Name of Employer |  | Date position started | |  |
| Date position ended |  | MAIN DUTIES: | | |
| Reason for leaving |  |
|  | | | | |
| Previous position |  |  |  | |
| Name of Employer |  | Date position started | |  |
| Date position ended |  | MAIN DUTIES: | | |
| Reason for leaving |  |
|  | | | | |

|  |
| --- |
| GAPS IN EMPLOYMENT |
| Please give details of periods not spent in full-time or paid employment including dates. |
|  |

|  |
| --- |
| EDUCATION AND TRAINING |
| Please list any formal qualifications and other training including the date achieved. |
|  |
|

|  |
| --- |
| EXPERIENCE, INTERESTS, SKILLS, ABILITIES |
| Please write a personal summary on your suitability for the role, referring to the job description and person specification. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| REFEREES  Please provide two references (if appropriate, these should include your present employer). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently in work with children. Please note, references will NOT be accepted from relatives or from referees writing solely in the capacity of friends. | | | |
| Referee 1 Name |  | Position |  |
| Address |  | Relationship to you |  |
| Email address |  | Telephone number |  |
|  | | | |
| Referee 2 Name |  | Position |  |
| Address |  | Relationship to you |  |
| Email address |  | Telephone number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 3 Name |  | Position |  |
| Address |  | Relationship to you |  |
| Email address |  | Telephone number |  |

|  |  |
| --- | --- |
| ADDITIONAL | |
| What is your preference for minimum and maximum number of hours per week? Are you looking for day/evening or weekend work or school holidays only? |  |
| If appointed, what date could you start? |  |
| Are you eligible for employment in the UK? |  |
| Do you have any restrictions on taking up employment in the UK? (e.g. time limit/visa) |  |
| If you are disabled, would you require any assistance at the interview? If yes, please specify: |  |
| Are you currently on the DBS update service? |  |
| Where did you hear about us? Word of mouth, social media, STC website, other? |  |

**Criminal Convictions and Data Protection**

The role you are applying for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). This means that you are required to declare any criminal convictions, cautions, reprimands or final warnings, including those that are “spent,” unless they are protected under the Exceptions Order.

**Please note:**

* **Protected convictions and cautions** are not subject to disclosure and should not be declared. These are defined by law and relate to certain older and less serious offences, provided specific conditions are met.
* If you are unsure whether a conviction or caution is protected, you can seek independent advice or refer to guidance from the Disclosure and Barring Service (DBS).

As part of our safeguarding procedures and legal obligations, any offer of employment will be subject to a Disclosure and Barring Service (DBS) check. We will only request a check for the successful applicant and will treat all information received with the strictest confidence, in accordance with the UK GDPR and Data Protection Act 2018.

Providing false information or failing to disclose information relevant to this role may lead to disqualification from the recruitment process or, if appointed, to dismissal.

**Please answer the following:**

1. Have you ever used, or do you currently use, any other surnames?  Yes / No  
     If yes, please state the other surname(s):  
     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you have any unspent or non-protected criminal convictions, cautions, reprimands, or warnings?  Yes / No  
     If yes, please provide details including date and nature of the offence(s):  
     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are you currently the subject of any criminal investigation or pending proceedings?  Yes / No  
     If yes, please give details:  
     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Have you ever been the subject of any safeguarding investigation, or been subject to allegations relating to abuse, bullying, intimidation, professional misconduct or malpractice?  Yes / No  
     If yes, please provide relevant details:  
     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are committed to fair treatment of applicants, regardless of any previous offences. 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 offences.

IF YOU HAVE ANSWERED YES TO EITHER OF THE QUESTIONS ABOVE, PLEASE GIVE DETAILS ON A SEPARATE SHEET.

DECLARATION I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to information given on this application form being correct. Providing false information with regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to dismissal.

Signed: Full name: Date:

**Equal Opportunities at Swindon Tuition Centre**

Swindon Tuition Centre provides equal opportunities for all employees and job applicants and we are working towards having a workforce that reflects the diverse population that we serve.

Our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, sex, age, ethnic or national origin, religion or belief, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We use selection criteria and procedures to ensure that individuals are selected, promoted and treated only on the basis of their merits and abilities. All employees are given an equal opportunity and, where appropriate, training and development to progress within the Company.

To assist Swindon Tuition Centre in ensuring the effectiveness of this policy, would you please provide the information overleaf? If you do not complete all the questions it will in no way prejudice the outcome of your application.

Swindon Tuition Centre stores and processes data in accordance with the Data Protection Act 1998 and the information you give on this form will be treated as confidential and will be used only for monitoring our recruitment processes. By completing this form you give your consent for the information to be used for this purpose.

This form will be separated from your job application when we receive it and this information will not be considered as part of the recruitment selection process.

Please complete the form by placing a tick in the appropriate boxes in each section overleaf and return along with your application.

Thank you for your help and cooperation.

**Confidential Equal Opportunity Questionnaire**

1. What is your ethnic group? (These categories match those used in the 2001 Census.) Please choose ONE section from A to E, then tick one box to show your cultural background.

A – White

British

B – Mixed

 White and Black Caribbean  White and Black African  White and Asian

 Any other Mixed background, (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C - Asian or Asian British  Indian  Pakistani  Bangladeshi

 Any other Asian background, (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D - Black or Black British

 Caribbean  African  Any other Black background, (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E - Chinese or any other ethnic group not shown above  Chinese

 Any other, (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Sex:

Male/Female/Prefer not to say

3. Disability:

 I have the following disability (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_