 **CONFIDENTIAL**

Please fill in this form using the boxes provided. Boxes are expandable, but please ensure the final document is no more than 7 pages, with font at .10 or greater

# APPLICATION FOR EMPLOYMENT

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| **POST APPLIED FOR:** |

**PERSONAL DETAILS**

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| **Surname: Mr Mrs Ms Miss Mx:**  **First names**  **Address: :**  **Postcode**  **DOB:**  **Nationality:**  **National Insurance No:**  **Telephone No:** |

**EDUCATION**

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| **SCHOOLS ATTENDED** | **FROM** | **TO** |
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| **COLLEGE OR UNIVERSITY** | **COURSE ATTENDED** | **Full or**  **Part time** | **FROM** | **TO** |
|  |  |  |  |  |

**Qualifications obtained (include school examinations, degrees, diplomas, professional examinations, etc)**

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| --- | --- | --- |
| **QUALIFICATION** | **Grade** | **Year** |
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**PRESENT EMPLOYMENT**

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| **Employer’s name: Position held:**  **Employer’s Business: Date appointed:**  **Employer’s Address: Current salary:**    **Notice period**  **Postcode: Work telephone no:**  **Main tasks, duties and responsibilities** |

**PREVIOUS EMPLOYMENT (Most recent employer first) – Continue on an additional sheet if necessary and account for any gaps**

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| --- | --- | --- | --- | --- |
| **Employers Name and Address** | **Position Held** | **From** | **To** | **Salary** |
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**EXPERIENCE**

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| **Please give details of all experience and skills relevant to the advertised post, particularly with reference to the job description. Continue on a second sheet if necessary.** |

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| **I am applying for this post because** |

**ANY OTHER INFORMATION**

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**MISCELLANEOUS**

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| **Do you hold a current driving licence? Yes/No**  **Do you have the use of a car? Yes/No**  **Do you consider yourself to have a disability? Yes/No**  **If yes, please give details:**  **How did you become aware of this post?** |

REFERENCES (Please give the names of two referees, one of which should be your present, or most recent, employer. We will not ask for references before offering you a post)

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| **Name: Name:**  **Address: Address:**  **Postcode: Postcode:**  **Daytime tel no: Daytime tel no:** |

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (as amended)

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| This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (exceptions) Order 1975 (as amended). Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are ‘spent’ under the Provisions Act, and in the event of employment failure to disclose such convictions could result in dismissal or disciplinary action by WILD.  a) Have you been convicted of any criminal offence, the subject of any bind over or caution or any other proceedings pending against you? YES/NO  b) If ‘YES’ please give details on a separate sheet. This will not debar you from appointment or prejudice your application. |

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| Safeguarding  This post is defined as Regulated Activity in accordance with HM Government, as it involves regular activities with children in specified places. This post is also subject to the Childcare Act 2006. Applicants will therefore be subject to a satisfactory enhanced records check with the Disclosure and Barring Service (DBS), including checking if the person is on one of the ISA’s barred lists, and will have to make a Childcare Disqualification Declaration (including Disqualification by Association). The post will also be subject to receipt of two satisfactory references.  No DBS checks or Declarations will be made unless you are the final selected candidate and have no objection to enquiries being made. Failure to give your consent will result in WILD being unable to give further consideration to your application.  This post will also be subject to any future requirements of Vetting and Barring procedures. |

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| I confirm that the above information is complete and correct and that any untrue  or misleading information will give WIKD the right to terminate any  employment offered. I understand that any offer of employment is subject to the  WILD being satisfied with the results of series of relevant checks including  references, eligibility to work in the UK, DBS check, criminal convictions, probationary period.  Signature ……………………………………………………………………. Date …………………………………………………. |