

Application Form

This post is covered by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Please complete the following form in **BLOCK CAPITALS** or **TYPE**

Post Applied for:

Personal Details			
Full Name:			
Previous Names or Aliases: (If relevant)			
NI Number			
Phone Number:			
Email Address:			
Address:		Post Code:	

Qualifications		
Year Achieved:	Subject & Awarding Body:	Grade Attained:

Education (please enter all of your educational history starting with your most recent)		
From:	To:	Name of School, College, University:

Current Employment	
Name of Employer:	
Start Date:	
Job Title:	
Length of Notice Period:	
Reason For Leaving:	

Previous Employment (please provide full employment history)				
Start Date:	End Date:	Employer:	Job Title:	Reason for Leaving:

Do you have any personal qualities, skills, experience, or qualifications that you feel would be useful in the job you are applying for? (you may wish to attach a separate sheet or covering letter to support your application)

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Reasonable Adjustments

Do you have a disability as defined by the Equality Act 2010 that may require an adjustment in order for you to attend/ participate in the recruitment process?	Yes ☐	No ☐
If yes, please give details:		

Suitability, DBS & Right to Work

*You must immediately disclose any information that may affect your suitability to work with children. This includes, but is not limited to, any arrest, charge, conviction, caution, court order, reprimand or warning, whether arising before or during your employment. This does **not** mean that an arrest or charge automatically makes someone unsuitable. An arrest is not proof of wrongdoing, and a charge is not a conviction. The provider will assess the information fairly and proportionately.*

This post is subject to Enhanced Disclosure by The Disclosure and Barring Service.

Do you have any arrests, charges, convictions, cautions, court orders, reprimands or warnings?	Yes ☐	No ☐
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If yes, please give details:		
Do you subscribe to the DBS Update Service? Your DBS certificate must be received and be acceptable to the provider BEFORE you can start work.	Yes ☐	No ☐
<i>You will be required to provide evidence of your legal right to work in the UK at interview. Offers of employment will be provisional on such evidence being provided and being satisfactory to the employer.</i>		
Do you have the legal right to work in the UK?	Yes ☐	No ☐

References			
<i>Any offer of employment will be conditional subject to a minimum of two satisfactory references being obtained one of which must be from your most recent employer. References must be provided by people who have appropriate authority to do so on the employer's behalf and character references from family members or friends will not be accepted. References must be obtained prior to starting. If you don't currently work with children but have done previously, we will need to obtain a reference from the employer from the last time you worked with children. If you have just left full-time education or have not worked since doing so, the Head of School, College or University should be named as one of your referees.</i>			
Current/ Most Recent Employers Details			
Referees Name & Job Title:	Employer Name:	Email Address:	Phone Number:
Can we contact this reference prior to interview?		Yes ☐	No ☐

Previous Employer Details			
Referees Name & Job Title:	Employer Name:	Email Address:	Phone Number:
Can we contact this reference prior to interview?		Yes ☐	No ☐

Additional Referee Details (Optional)			
Referees Name & Job Title:	Employer Name:	Email Address:	Phone Number:
Can we contact this reference prior to interview?		Yes ☐	No ☐

Additional Information		
Do you have any current holiday commitments?		No ☐
If yes, please give dates:		
Do you have any friends/family that either work at the provision or attend the provision?		
If yes, please give dates:		
Where did you hear about this vacancy?		

Declaration:	
<i>I declare to the best of my knowledge that the information I have given is a true and accurate record. I understand that if I fail to disclose information, or have given incorrect information, this may result in an offer of employment being withdrawn or subsequent disciplinary action or dismissal if employed. I understand that you may require me to obtain a HMRC Employment Record as part of your recruitment processes.</i>	
Signed:	
Dated:	

Privacy Notice:	
I consent to the information provided on this application form being held and processed by "Kidz Enterprise LTD" in accordance with the Data Protection Act 2018, General Data Protection Regulations and our Privacy Notice on Employment Applications. Note for applicants: <i>It is essential that you indicate your consent to "Kidz Enterprise LTD" holding and processing your personal data by signing and dating this form in the fields below. If you are completing the form electronically, please type in your name and the date using standard text. If you do not sign this application form, the application will be rejected.</i>	
Signed:	
Dated:	
Please return completed application form to: Derek Beesley Email: mail@kidzenterprise.co.uk Address: Kidz Enterprise LTD, Cippenham School, Elmshott Lane, Cippenham, Slough, SL1 5RB	