

Application for Employment

*Private and Confidential*

Please return this form to:

[Humanresources@hoet.co.uk](mailto:Humanresources@hoet.co.uk)

Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Section A – Personal Details | | | | | |
| Surname | | | Forename(s) | | Title |
|  | | |  | |  |
| Address | | | | | |
|  | | | | | |
| Postcode |  | | Email Address |  | |
| Telephone Number | |  | | | |
| Mobile Number | |  | | | |
| Current Driving License | |  | | | |
| Details of Endorsements | |  | | | |
| How did you hear about this role?  *If recommended by an existing staff member, please detail their full name* | |  | | | |

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| Section B - Employment History/Voluntary Work [please note reasons where there are any significant gaps in your employment history] | | | | |
| From – To | Name and Address of Employer | Job Title and Duties | Salary | Reason for Leaving |
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| Notice required in current post | |  | | |
| Other Employment - Please note any other employment you would continue with if you were to be successful in obtaining this position | | | | |
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| Section C - References | |
| Please note here the names, address and email address of two persons from whom we may obtain both character and work experience references | |
| 1. | 2. |

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| Section D – Education Details | | | |
| From | To | School/College/University/Training Establishment | Qualification Obtained |
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| Section E – Skills, Experience and Knowledge |
| Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application. |
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| Section F – Safeguarding/Criminal Record |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Exemptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring service website.  Have you ever been convicted of a criminal record that is not ‘protected’ YES/NO  If you have answered yes, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Baring service before your appointment is confirmed. |

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| Section G - Leisure |
| Please note here your leisure interests, sports and hobbies, other pastimes etc. |
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| Section H – General Comments |
| Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to the post |
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| Section I – Declaration | | | |
| Please read this carefully before signing this application | | | |
| *I confirm that the above information is complete and accurate and that I am authorised to work in the UK. I understand that any offer of employment is subject to (a) references which are satisfactory to Heart of England Training (b) a satisfactory DBS certificate and check of the Barred list (c) the entries on this form proving to be complete and accurate and (d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.* | | | |
| Signed |  | Date |  |

Consent for details to be kept on file for unsuccessful application YES/NO

Heart of England Training is committed to the safeguarding of learners and expects applicants to share this commitment