

## APPLICATION FORM FOR EMPLOYMENT

PLEASE COMPLETE THIS DOCUMENT IN FULL USING  
CAPITAL LETTERS



### 1. Post details

Post applied for	
Where advertised	

### 2. Personal information

Title	(Mr, Mrs, Miss, Ms, etc.)		
Forename(s)		Surname	
Middle name(s)		Previous surname(s)	
Date of birth		NI Number	
Address			
Postcode			
Email address			
Telephone number		Mobile number	
Do you hold a full, current driving licence?	Yes / No*		
Do you have your own transport?	Yes / No*		
Are you currently employed?	Yes / No* <i>(*delete as appropriate)</i>		
If yes, please advise how much notice you would have to give			
Please give details of any other employment that you would continue with if you were successful in obtaining this position. <i>Please include daily start and finish times and total weekly working hours.</i>			
Please give details of any relevant qualifications and/or training courses attended (please use a separate of paper if necessary).			

**3. Employment History**

Starting with your most recent employer, please give **full details** of your employment history **including any periods of unemployment**. Please continue on a separate sheet of paper if necessary.

<b>Dates employed</b>		<b>Name and address of employer</b>	<b>Job title and duties</b>	<b>Salary on leaving</b>	<b>Reason for leaving</b>
<b>From</b>	<b>To</b>				



**6. Additional information**

Should you be invited for interview, would you have any requirements in respect of access or facilities?

**YES / NO (please circle as appropriate)**

If you have answered yes, may we please ask you to provide brief details:-

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**For cleaning, catering and maintenance applicants:-**

The role that you are applying for involves a significant degree of manual handling and physical tasks. At times this may include repetitive tasks (such as mopping, wiping), heavy lifting and operating machinery.

Please indicate here whether you have any mobility or health problems that might prevent you from safely undertaking such work:

**YES / NO (please circle as appropriate)**

If you have answered yes, may we please ask you to provide brief details:-

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7. **Declarations by Applicant**

**Criminal Records**

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all roles within the Claires Court Schools Group are listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to disclose any convictions, cautions, reprimands or bind-overs you may have had, regardless of how long ago. **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position you are applying for and the circumstances and background of your offence(s).

You should be aware that the School will instigate its own checks upon successfully shortlisted candidates with the DfE and police records. Please submit relevant information in confidence, enclosing details in a separate, sealed envelope; this information will be seen only by those who need to see it as part of the recruitment process. If you would like to discuss this matter, or would like a copy of the School's policy, please contact our Personnel Officer in confidence on Tel: 01628 687433.

***Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.***

**Please circle one of the following statements as appropriate**

**I have nothing to declare**

**OR**

**I enclose a confidential statement**

**ISA Barred List / DfE List 99**

Have you ever been disqualified from working with children, named on the ISA Barred List, DfE List 99 or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council)?

**Please circle one of the following as appropriate**

**YES or NO**

**Please read the following carefully before signing and submitting your application**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to withdraw any offer of employment or terminate any employment contract.

I agree that should I be successful in this application, I will, when required, give permission for application by my employer to the Criminal Records Bureau for an enhanced disclosure. I also agree that Claires Court Schools may apply to those listed in my application for references. I understand that should I fail to do so, or should the disclosure or any reference obtained not be to the satisfaction of Claires Court Schools, any offer of employment may be withdrawn or my employment terminated.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Preventing Illegal Working**

**Under Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, the School is required to ensure that prospective and existing employees are entitled to work in the UK. During the application process you will be required to provide paperwork for the School to inspect and copy. The School are only able to accept the following documents:-**

### **List A – Documents which show an ongoing right to work**

**Single documents – the following documents demonstrate that the holder has entitlement to work in the UK and are sufficient on their own:-**

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having right to abode in the UK
- A passport or national ID card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area (EEA) country or Switzerland
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of an EEA country or Switzerland
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK

**Combination documents – the following documents will only provide the School with an excuse against liability if they are presented in the combinations specified:-**

- An official document issued by a previous employer or Government agency which contains the permanent National Insurance number and the name of the person (e.g. HMRC, DWP, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency)

**AND**

- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

**OR**

- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents

**OR**

- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents

**OR**

- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland

**OR**

- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland

**OR**

- A certificate of registration or naturalisation as a British Citizen

**OR**

- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

## **List B – Documents which show a right to work for up to 12 months**

### **Single documents - the following documents demonstrate that the holder has entitlement to work in the UK and are sufficient on their own:-**

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question
- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of an EEA country or Switzerland

### **Combination documents – the following documents will only provide the School with an excuse against liability if they are presented in the combinations specified:-**

#### **First combination**

- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency

#### **AND**

- A passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question

#### **OR**

- A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same

#### **Second combination**

- A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old.

#### **OR**

- An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment.

#### **AND**

- Verification from the Border and Immigration Agency to confirm outstanding application or appeal (note that the School would need to undertake these checks)

#### **Third combination**

- An official document issued by a previous employer or Government agency which contains the permanent National Insurance number and the name of the person (e.g. HMRC, DWP, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency)

#### **AND**

- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question.

#### **OR**

- A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the type of work in question

#### **Accession state workers**

Prospective employees from the new European Union members, or 'accession', states may need to register with the Home Office under the Worker Registration Scheme within one month of commencing employment. The countries affected are: Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary, The Czech Republic. Note that Workers from Bulgaria and Romania are restricted in the sorts of work they can do.