



CONFIDENTIAL APPLICATION FORM (NEW EMPLOYEE)

PF6
v2

All successful applicants will be required to provide information to support an Enhanced Criminal Records Bureau (CRB) Disclosure and List 99 / PoCA / ISA Barred Lists check.

We will seek references on all short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

We will ask your most recent / previous employer (or voluntary organisation) about any disciplinary offences relating to children, including any for which the penalty is "time expired", and whether you have been the subject of any safeguarding concerns and if so, the outcome of any enquiry or disciplinary procedure.

Position applied for

Personal Information

First Names

Surname

Current address in full
including postcode

Home telephone
number

Mobile number

E-mail address

National Insurance Number

All applicants selected for interview will be required to provide evidence of their right to work in the UK. Those selected will be given details of the documentation to bring with them to the interview. We will ask to see the documents only after the interview has concluded.

Equal opportunities

We will shortlist candidates for interview based only on the information received on this application form. All shortlisted candidates will be asked to advise us if they have a disability which will require us to make adjustments for the interview.

Education (Schools attended since age 11) please continue on a separate sheet if necessary

Name of school 1

Address of school 1

Attended school 1 from to

Name of school 2

Address of school 2

Attended school 2 from to

School examinations

Subject	Result	Awarding Body

Further Education and training please continue on a separate sheet if necessary

Name of college / university 1

Address of college / university 1

Attended college / university 1 from to

Name of college / university 2

Address of college / university 2

Attended college / university 2 from to

College/University examinations

Subject	Result	Awarding Body

Previous Employment (and unemployment) – since leaving secondary school

Please include details of your most recent employment (and unemployment) first and use the spaces below to give details of other employment (and unemployment) since leaving secondary school, working backwards from the most recent. You must include details of all part-time employment and voluntary work and also explain any gaps in your employment history. Please answer all questions and continue on a separate sheet if necessary.

Present / last employer

Address

Starting date Leaving date

Job title Salary

Employment status Hours worked per week

Reason for leaving

Previous employer

Address

Starting date Leaving date

Job title Salary

Employment status Hours worked per week

Reason for leaving

Previous employer	<input type="text"/>		
Address	<input type="text"/>		
Starting date	<input type="text"/>	Leaving date	<input type="text"/>
Job title	<input type="text"/>	Salary	<input type="text"/>
Employment status	<input type="text" value="Part-time"/>	<input type="text" value="Full-time"/>	Hours worked per week <input type="text"/>
Reason for leaving	<input type="text"/>		

Previous employer	<input type="text"/>		
Address	<input type="text"/>		
Starting date	<input type="text"/>	Leaving date	<input type="text"/>
Job title	<input type="text"/>	Salary	<input type="text"/>
Employment status	<input type="text" value="Part-time"/>	<input type="text" value="Full-time"/>	Hours worked per week <input type="text"/>
Reason for leaving	<input type="text"/>		

Please state your personal qualities and experience that you believe are relevant to your suitability for the position for which you are applying, and how you meet the person specification for this position.	<input type="text"/>
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Please state your views on early years education.	<input type="text"/>
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Interests and hobbies
(give details of pastimes, sports etc.)

Offices held in social / sports clubs etc.

Do you read or speak any language other than English? YES NO

If yes, which languages?

If offered this position, would you continue to work elsewhere? YES NO

If yes, please give details

Are you related to, or have a close, personal relationship with any employee of Wellingtons at Langley Hall? YES NO

If yes, please give details

Suitability Declaration

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared. Failing to make such a declaration or providing false information is an offence which could result in rejection of the application, summary dismissal if already selected and possible referral to the police and/or the Independent Safeguarding Authority (ISA).

Have you ever been convicted, cautioned or bound-over for any offence? YES NO

If YES, please provide full details in a sealed envelope marked with your name and CONFIDENTIAL

Have you ever been disqualified from working with children? YES NO

Are you named on List 99, PoCA List, ISA Barred Lists or Sex Offender’s Register, or subject to sanctions imposed by any regulatory body such as (but not limited to) the General Teaching Council? YES NO

References

Please give the names and addresses of two people who have recent professional knowledge of your work (i.e. not solely friends or relatives), to whom reference may be made.

In providing these details you authorise the obtaining of references to support this application and release Wellingtons at Langley Hall and referees from any liability caused by giving and receiving information.

Reference 1

Reference 2

Name	Name
Address	Address
Job Title	Job Title
Daytime phone number	Daytime phone number

Declaration:

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement or deliberate omission may be sufficient cause for rejection, or if employed, dismissal and possible referral to the police

I agree that if any of the information provided by me on this form changes, I will contact Wellingtons at Langley Hall to update the information, in confidence.

Signed _____ Date _____

Ensure that you have completed all sections of this form. You may attach a supporting letter if you wish.

FOR OFFICE USE ONLY

Ensure this application is assessed strictly against the Job Description and Person Specification and ensure Recruitment Score Sheet [PF31](#) is attached.

Interviewed by

On (date) at (time)

CRB Form checked and ID seen by

Type of ID

AFTER INTERVIEW, COMPLETED QUESTION NOTES SHOULD BE ATTACHED TO THIS FORM

ALL APPLICATION FORMS (WHETHER OR NOT SUCCESSFUL) TOGETHER WITH SELECTION DOCUMENTATION WILL BE KEPT FOR A MINIMUM OF 6 MONTHS AND SECURELY DESTROYED (SHREDDED) WHEN NO LONGER REQUIRED