

Employment

Current employment

Employer's name	Address
Position held	
Start date (dd/mm/yy)	
Notice period	Postcode
Current salary	Telephone number
Brief description of current duties and responsibilities:	

Previous employment

Employer	Position held	Dates (dd/mm/yy)		Reason for leaving
		From	To	

Please explain any gaps in your employment record

Dates (dd/mm/yy)		Details
From	To	

Entitlement to employment

Your passport or other proof of your entitlement to work in the UK will be required at interview. Only original documents will be accepted.

Are you a British citizen or EU national? Yes No (please tick)

If **No**, please indicate below the box that applies to you.

I have unrestricted leave to work in the UK

I am an overseas student or visitor with evidence of entitlement to work in the UK

I am subject to Work Permit provisions

Supporting information

Please provide any additional information which you consider relevant to your application. It would be particularly helpful if you could indicate why you have applied for this position and those aspects of your education, training, experience, personal skills and attitudes which equip you for this post. You may use additional sheets if required.

References

Please provide details of two people (not relatives or friends) we may approach for reference, one of whom should be your most recent employer. If you are in or have just completed full-time education, one reference should be from your school/college/university. If you are applying for a role working with children or young people, please supply details of a referee who can comment on this aspect of your experience.

If you do not want us to approach your referees, please indicate by ticking the boxes below.

Referee 1	Referee 2
Name	Name
Organisation	Organisation
Job title	Job title
Address	Address
Postcode	Postcode
Telephone number	Telephone number
Email	Email
Relationship to you	Relationship to you
Do not contact my referee <input type="checkbox"/>	Do not contact my referee <input type="checkbox"/>

Criminal convictions

We will apply for an Enhanced Disclosure from the Criminal Records Bureau prior to appointment. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk. Successful applicants are exempt from the Rehabilitation of Offenders Act 1974 and will be required to declare prosecutions, convictions, cautions and bind-overs, including those considered "spent" under the Act. A past conviction will not necessarily be a bar to obtaining a position but failure to disclose this information could result in dismissal. Our policy on the recruitment of ex-offenders can be sent on request.

Have you ever been convicted of any criminal offence or been officially cautioned, warned or reprimanded in relation to such an offence? Yes No (please tick)

If **Yes**, please enclose details on a separate sheet in a sealed envelope.

Additional details

Have you been subject to any disciplinary procedures in the last 2 years? If yes, please give details below, including dates.

Please provide any details of family members currently working in the business or close relationships with existing employees or employers within the business. For the purpose of this application the business refers to the following Study Group divisions – Bellerbys College, ISC and Embassy.

Declaration

I declare that the information given on this form is complete and accurate. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment. Or if selected, this could result in my dismissal or possible referral to the police, at any time in the future.

I declare that I am not barred or disqualified from working with children, or subject to any sanctions or conditions on my employment as imposed by any regulatory body (e.g. the Teaching Agency, the Secretary of State of the Independent Safeguarding Authority).

I declare that I have no convictions, cautions, or bind-overs (or I have attached details of my record in a sealed envelope marked confidential).

Data collected on this form will be processed for the purpose of selection of the successful candidate. All information will remain confidential and will only be viewed by those involved in the selection process. By signing this form consent is given for the information here to be used for the above purpose Confidential Application Form for Employment under the Data Protection Act 1998.

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Signed

Date