** APPLICATION FORM**

**Please complete EVERY section of this form.**

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| --- | --- |
| **Active Fusion – A charitable organisation** | Closing date: 17th September 21 |
| **Job Title:** Apprenticeship Manager | |
| **Department:** Education | |
| **Reporting to:** Head of Operations | |
| **Start Date (if successful):** As soon as possible | |

**Personal Details**

|  |  |
| --- | --- |
| First Name: | Surname: |
| Address: | Title: |
| National Insurance No: |
| Home phone No: |
| Mobile phone No: |
| Postcode: | Email address: |
|  | |

**References**

Please provide two references, one of which should be from your current or most recent employer. As the post you are applying for requires a DBS disclosure, we will wherever possible take up these references prior to interview.  If you are applying for a job that means you will be working with children, and you have previously worked with children either on a paid or voluntary basis, one reference should be from the person or organisation that employed you, even if it is not your most current or recent employer.

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Phone No: | Phone No: |
| Email: | Email: |
| Job Title: | Job Title: |
| Relationship to you: | Relationship to you: |
| Are we able to contact this reference if you are selected for interview? Yes  No | Are we able to contact this reference if you are selected for interview? Yes  No |

**Employment**

**Please give details below of previous employment starting with the most recent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title & salary | Employers Name & Address | Dates | | Main duties | Reason for leaving |
| From | To |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| In respect of all of your previous employment, have any safeguarding concerns been raised against you?  Yes  No  If yes, please provide full details: | | | | | |
| If respect of all of your previous employment, have any previous employers made any referral to the National College for Teaching & Leadership (NCTL) or the Disclosure and Barring Service (DBS) in respect of you?  Yes  No  If yes, please provide full details: | | | | | |
| In respect of all of your previous employment, have you ever been dismissed for alleged performance or conduct reasons?  Yes  No  If yes, please provide full details: | | | | | |

Please continue onto an additional sheet if necessary. Ensure you include your name and the post you are applying for on any additional sheets.

**Education/Qualifications**

Please give details of all education from secondary school level, include any courses attended for Personal/Professional Development, such as coaching qualifications & sports leaders awards.

| Institution attended | Course Type | Grade/Qualification Gained | Date Achieved |
| --- | --- | --- | --- |
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**Criminal Convictions**

This post is exempt from the Rehabilitation Offenders Act (1974) (amended 2013). You are, therefore, required to provide details of any **unspent** convictions, cautions, reprimands and final warnings you may have and any **unprotected spent** convictions or cautions.

The amendments to the Exceptions Order 1975 (2013) provide those certain spent convictions and cautions are 'protected' and 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. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

If yes, please see guidance below**\*** Yes  No

Please state if you have any unspent convictions: Yes  No

If yes, please see guidance below**\***

**\***If you are invited for interview, a statement of any spent convictions that are not protected and any unspent convictions should be sealed in an envelope marked ‘Private and Confidential’ and handed to the chair of the interview panel only. The information you disclose may be discussed with you during the interview.

**Skills, Knowledge and Experience – Personal Statement:**

**Please address all points listed in the person specification and job description within this personal statement.**

**Tell us why you are the right candidate for this position and tell us about your experiences which are related to the job you are applying for. Continue on extra sheets if required**

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| **Data Protection Act**  The information detailed in this application form will be used in the Organisation’s Recruitment and Selection Process. Personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs, you will be identifiable.  Your information may also be disclosed to the following third parties: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, organisations that handle or investigate the proper use of public funds, Survey and Research organisations (for monitoring purposes only).    Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.  **Declaration**  I consent to Active Fusion recording and processing the information detailed in this application form. I understand that the information may be used by the Organisation in pursuance of its business purposes and my consent is conditional upon the organisation complying with their obligations under the Data Protection Act 1998 and GDPR 2018.  I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history. If you are sending this form to the Recruitment Team by email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Equal Opportunities Monitoring Form (to be detached and stored separately)**

In accordance with its Equality and Diversity Policy, the Organisation will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources Department for the purpose of equal opportunities monitoring. The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Title of job applied for: |  | | |
| Gender: | Male | |  |
| Female | |  |
| Undergoing, or have undergone, male to female gender reassignment | |  |
| Undergoing, or have undergone, female to male gender reassignment | |  |
| Prefer not to say | |  |
| Marital status: | Married | |  |
| Single | |  |
| In a civil partnership | |  |
| Other (please specify) | |  |
| Prefer not to say | |  |
| Age band: | Under 18 | |  |
| 18 – 21 | |  |
| 22 – 30 | |  |
| 31 – 40 | |  |
| 41 – 50 | |  |
| 51 – 60 | |  |
| 61 – 65 | |  |
| Over 65 | |  |
| Prefer not to say | |  |
| Sexual orientation: | Heterosexual | |  |
| Homosexual | |  |
| Bisexual | |  |
| Transsexual | |  |
| Prefer not to say | |  |
| Disabilities: | None | |  |
| Physical disability (please specify) | |  |
| Mental disability (please specify) | |  |
| Prefer not to say | |  |
| Race/colour nationality/  ethnic origin: | White | English |  |
|  | Scottish |  |
|  | Welsh |  |
|  | Irish |  |
|  | Other white background (please specify) |  |
| Mixed | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Black British |  |
|  | White and Asian |  |
|  | Other mixed background (please specify) |  |
| Asian | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | British |  |
|  | Other Asian background (please specify) |  |
| Black | Caribbean |  |
|  | African |  |
|  | British |  |
|  | Other black background (please specify) |  |
| Chinese | |  |
| Another ethnic group (please specify) | |  |
| Prefer not to say | |  |
| Religion: | Christian | |  |
| Catholic | |  |
| Jewish | |  |
| Sikh | |  |
| Muslim | |  |
| Hindu | |  |
| Buddhist | |  |
| Rastafarian | |  |
| None | |  |
| Other religion (please specify) | |  |
| Prefer not to say | |  |

For the purposes of the Data Protection Act 1998 & GDPR 2018, I hereby confirm that by completing this form I give my consent to the Organisation processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed:

……………………………

Date:

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