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| **application****Form****Post reference:** | Personalised Learning Dorset will seek to ensure that all existing and potential employees are given equal opportunities. It is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, transgender and religious background.  Personalised Learning Dorset will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements, which cannot be justified.  This post involves working with children and/or having access to significant information about them and will be subject to a Disclosure and Barring Service check. Personalised Learning Dorset is committed to the safeguarding of children and young people; all applicants must read our safeguarding policy and sign a declaration agreeing to follow the guidelines and act when required to ensure the safety of the young people working with the service. |

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| Personal Details | |
| Preferred Title: Mr 🞎 Mrs 🞎 Miss 🞎 Ms 🞎 Dr 🞎 other (please specify): | |
| Forename: | Surname: |
| Address: | Daytime contact number: |
| Evening contact number: |
| Mobile phone number: |
| Email address: |
| Date of Birth: | NATIONAL INSURANCE NUMBER: |
| **ELIGIBILITY TO WORK IN THE UK:** | |
| Do you have permission work in the UK? YES 🞎 NO 🞎 | |
| If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK: | |
| **DISABILITY** Personalised Learning Dorset encourages applications from disabled people who satisfy the recruitment criteria for appointment and will apply the provisions of the Disability Discrimination Act 1995.  If you consider that the provisions of this Act apply to you, please tick the box: 🞎 | |

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| REFERENCES Please give names, contact details and addresses of two professional referees one of which needs to be your current employer. If your application is successful, we will contact references prior to interview. | |
| Name of Referee 1: | Name of Referee 2: |
| Capacity known to you: | Capacity known to you: |
| Name of company or organization: | Name of company or organization: |
| Address: | Address: |
| Contact phone number: | Contact phone number: |
| Email address: | Email address: |

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| EMPLOYMENT Please provide the following information about you current and most recent employment. You do not need to repeat these details in the Previous Employment Section. | |
| Name of Employer: | Current or most recent job title: |
| Employers address: | Grade: |
| Current Salary: |
| Employers contact number: | Date Appointed: |
| Employers email address: | Notice period required: |
| MAIN DUTIES: | |
| REASONS FOR LEAVING: | |

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| PREVIOUS EMPLOYMENT Please continue on separate sheet if required | | | |
| Name and address of employer: | Job title and brief description of duties: | Date from/to: | Reason for Leaving: |
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| SUPPORTING STATEMENT Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the job description). |
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| EDUCATION AND QUALIFICATIONS Please continue on separate sheet if required | | |
| Dates: | Name of School/College/University/awarding body/grade of membership: | Qualification obtained including grade and level: |
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| OTHER TRAINING AND SHORT COURSES  Please continue on separate sheet if required | | |
| Dates: | Course title and duration: | |
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| OTHER EMPLOYMENT  Please note any other employment that you would continue with if you were to be successful in obtaining the position: |
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| LEISURE  Please note here your leisure interests, sports and hobbies, other pastimes, etc.: |
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### DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 2018

DECLARATION (please read this carefully before signing this application)

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. An offer of employment is subject to receipt of satisfactory references and Criminal Records Bureau checks.

Signature .................................................................................................... Date ......................................................................................

Please email completed application to: [office@personalisedlearningdorset.co.uk](mailto:office@personalisedlearningdorset.co.uk)

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