

JOB APPLICATION FORM

**Please complete this application form and email to** [**support@nrtraining.co.uk**](mailto:support@nrtraining.co.uk)

Please note that all data will be held in the strictest confidence and in compliance with the General Data Protection Regulation and will only be used for the purpose of the selection of job applicant.

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| **Position applying for** |

**SECTION 1**: **CONTACT INFORMATION**

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| --- | --- | --- |
| **Mr/Mrs/Miss/Ms/other**  **Mrs** | **Surname** | **First names** |
| **Date of birth** | | **Nationality British** |
| **Address for correspondence** | | |
| **Postcode** | | |
| **Tel. No. (home)** | | **Tel. No. (mobile)** |
| **E-mail: (Please ensure your email is clear and accurate)** | | |
| **How did you hear about the job?** | | |

**DISCLOSURES AND BARRING INFORMATION:**

If you are successful in your application for this post you will need to register with the **Disclosure and Barring Service** (formerly CRB). You will NOT be responsible for any payment required by the DBS for this service.

**DISCLOSURE**

Newton Rigg Ltd has a duty of care to all its staff, beneficiaries and visitors. In view of this, all applicants are required to declare any criminal convictions (including fixed penalty driving offences). All information given will be treated as sensitive data under the General Data Protection Regulation.

|  |  |  |
| --- | --- | --- |
| **Please note that you must disclose any offence, whether these took place within or outside the UK, regardless of whether or not these appear on a DBS check.** | YES | NO |
| Do you have any criminal convictions (including fixed penalty driving offences)? |  |  |
| Are you currently the subject of any disciplinary investigation? |  |  |
| Have you ever had a disciplinary finding made against you? |  |  |
| Have you ever left an organisation before any outcome of a disciplinary or other investigation was known? |  |  |
| Have you ever had your employment terminated for unprofessional behaviour or misconduct? |  |  |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? |  |  |
| Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children? |  |  |
| 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 (Amendment) 2013? |  |  |

If you have answered **YES** to any of the above, you will be requested to provide full details.

Do you have a current DBS check in place? YES/NO

Is this registered with the DBS Checking Service YES/NO

**SECTION 2**: **QUALIFICATIONS**

### Please give specific information with dates, qualifications obtained, etc. (most recent first). e.g. GCSEs, A-Levels, vocational qualifications, teaching/assessing, degree etc. Please also indicate grade achieved, e.g. English GCSE grade C/4. Add more lines if needed.

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| --- | --- | --- |
| **Date(s)**  **from/to** | Qualifications achieved | Level/Grades |
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Add or remove lines as required

### **SECTION 3: CAREER/EMPLOYMENT HISTORY**

Include part-time, day or evening, together with career breaks which may have added to your experience. Any teaching or training activity should appear here. Expand the boxes as required

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or last post** |  | | |
| Employer |  | | |
| Date Appointed |  | Current Salary |  |
| Notice period or leaving date | |  | |
| Brief Description of duties and responsibilities in your current (or last) post | | | |
|  | | | |

**Previous Employment (most recent first; add additional sections as required)**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities. | |  | |
|  |  |  |  |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities. | |  | |
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| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities. | |  | |
|  |  |  |  |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities. | |  | |

## **SECTION 4: Personal Statement in support of your application**

* Please include your motivation for applying and how you meet the criteria by referring to the Job Description and Person Specification, providing brief examples of relevant experience and achievements. Please and expand the box as required.

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### **SECTION 5: REFEREES**

Names and full addresses of two referees (**not** relatives). We will contact your referees if you are the preferred candidate after the interview process.

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| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name** | **Name** |
| **Relationship to you** | **Relationship to you** |
| **Address** | **Address** |
| **Email** | **Email** |
| **Tel. No.** | **Tel. No.** |

### **SECTION 6: TRANSPORT**

**Do you have a full UK Driving Licence? YES/NO**

**Do you have access to your own transport YES/NO**

**Are you licenced to drive a small minibus? YES/NO**

## **SECTION 7:** **DECLARATION**

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| I declare that the information provided by myself in this application is complete and correct and understand that any false information given may make an offer of employment invalid or lead to termination of employment. I understand the information given will be used only for the purpose set out in the statement above and my consent is conditional upon the College complying with their obligations and duties under the GDPR 2018.  By printing your name and emailing the form you will have certified that all the information given is accurate. |
| Signed: Date: |

**Thank you for taking the time to apply for this position.**

**Please complete this application form and email to** [**support@nrtraining.co.uk**](mailto:support@nrtraining.co.uk)