**Application for Employment**

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary. Your completed application should be returned to [HR@fusionschoolservices.co.uk](mailto:HR@fusionschoolservices.co.uk) by the closing date specified in the advert

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post applied for: | | | Job reference: | |
| Preferred location: | 1st |  | 2nd |  |
|  | 3rd |  | Where did you see this advert? | |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| First name/s: | Last name: |
| Address: | Daytime Telephone number: |
|  | Mobile Number: |
|  | Email address: |
|  | Postcode: |

**EMPLOYMENT**

|  |  |
| --- | --- |
| Name of current or most recent employer: | |
| Job title: | Date employed from / to: |
| Period of notice / date available to start: | Reason for leaving or seeking new position |
| Key responsibilities of job: | |

**PREVIOUS EMPLOYMENT**

**Please start with the most recent** and include any unpaid or voluntary work. Continue on separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date from | Date to | Name and address of organisation | Position held or role undertaken |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please give details and an explanation for any gaps in your employment history: | | | |

**EDUCATION AND TRAINING**

**Secondary school/college/university/apprenticeship/relevant training** *(most recent first)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college etc | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**ADDITIONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”. We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. | | | | |
| Do you have a disability? | Yes |  | No |  |
| Are you eligible to work in the UK? | Yes |  | No |  |
| Do you require a work permit? | Yes |  | No |  |
| Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment? (If yes, give details) | Yes |  | No |  |

**REFERENCES**

Please give details of at least two referees, one of whom should be your current or most recent employer, if applicable. If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**As this post is subject to a DBS Disclosure, references must cover the previous five years of employment. If there has been a gap in employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you?       From: To: | How long have they known you?  From: To: |
| I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No | I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No |

**EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the Disclosure and Barring Service (DBS).

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:

|  |
| --- |
| If there are none please write ‘none’: |

|  |
| --- |
| **Rehabilitation of Offenders Act** |
| 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. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as ‘spent’. |
| If there are none please write ‘none’: |

**SUPPORTING STATEMENT**

Please use this space to show how your knowledge, skills and experience meet the essential requirements of the person specification and as many desirable requirements as possible.Please give examples of relevant experience which can include paid employment, voluntary work, family experiences and leisure activities.

|  |
| --- |
|  |

***Please continue on a separate sheet if necessary.***

**I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the organisation under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**DATA PROTECTION ACT 1998.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE ORGANISATION UNDER DATA PROTECTION LEGISLATION. FURTHER DETAILS ARE CONTAINED IN THE APPLICANT PRIVACY POLICY <http://www.fusionschoolservices.co.uk/>   
Version: March 2021

**Equal Opportunities Monitoring Form**

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

**Thank you for your assistance.**

About the vacancy

Please state which job you have applied for and the closing date given for applications.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job applied for: | | | ............................................... | | | | |
| Closing date for applications: | | | ............................................... | | | | |
| Where did you hear about this job (please tick)? | | | | | | | |
| Our website |  | Friend | |  | Recruitment company |  |
|  | |  | |  |  |  |
| Other website (please specify) |  | Other (please specify) | |  |  |  |
| ....................................... |  | ....................................... | | |  |  |

Gender

What is your gender (please tick)?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Prefer not to say |  |

(If you are undergoing gender reassignment, use the gender identity you intend to acquire.)

Ethnic group

How would you describe your nationality and/or ethnicity (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A**  **White:** |  | **B**  **Mixed race:** |  | **C**  **Asian or Asian British:** |  |
| British - English, Scottish or Welsh |  | White and Black Caribbean |  | Indian |  |
| Irish |  | White and Black African |  | Pakistani |  |
| Other White background |  | White and Asian |  | Bangladeshi |  |
|  |  | Other Mixed background |  | Other Asian background |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D**  **Black or Black British:** |  | **E**  **Chinese and other groups:** |  |  |  |
| Caribbean |  | Chinese |  | Prefer not to say |  |
| African |  | Other ethnic group |  |  |  |
| Other Black background |  |  |  |  |  |

Disability

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Used to have a disability but have now recovered |  | Don't know |  |
| Prefer not to say |  |  | |