

**Springboard Job Application Form**

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| Position applied for |  | Date of application |  |

**Personal Details**

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| --- | --- | --- | --- | --- |
| First Name |  | | | |
| Surname |  | | | |
| Full Postal Address | | | | |
| Home Phone Number | |  | Mobile number |  |
| Email Address | |  | National Insurance Number |  |

**Right to work in the UK**

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| --- | --- |
| Do you have the right to work in the UK? | YES /NO |
| If you are not British or European Union national, are you entitled to take up employment in the uk? | YES/NO |
| Do you have a work permit? | YES/NO |
| If yes please specify the terms of this permit/visa and expiry date. | |

**Type of work**

|  |  |
| --- | --- |
| Are you looking for full time work? | YES/NO |
| If No please provide the hours you are available to work. | |

**Education & Qualifications**

Please use the boxes below to tell us about the qualifications you have gained throughout your secondary education, further education and professional training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification gained/pending** | **Grade/level** | **Name of establishment/school/**  **college/university** | **Date achieved** | **Awarding body** |
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| **Other skills**  Do you have any other skills or talents? I.e. languages, musical? | |
| Do you hold a full clean driving licence? | YES/NO  If yes: Driving Licence number: |
| Are you a car owner? | YES/NO  If yes: Car registration: |
| If you do not have a car, how will you travel to work? | |

**Employment History**

Please give full details of all your previous employment. This should include all paid and unpaid employment, work experience and placements. Dates of employment must be given. Please state if you have held different posts with the same employer. (State separately)

Please indicate reasons for any gaps in employment and full time study and continue on a separate piece of paper if required. Please start with your present/most recent employer.

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| Name of current or most recent employer | | |  | | |
| Employers Address : | | | Telephone Number:  May we contact on this number?  YES [ ]  NO [ ] | | |
| Job title |  | | Start date |  | |
| Main Duties: | | | | | |
| Reason for leaving | |  | | | |
| Notice required | |  | Final salary/hourly rate | |  |

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| Main Duties: | | | | | |
| Reason for leaving | |  | | | |
| Notice required | |  | Final salary/hourly rate | |  |

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| Please use this space to detail reasons for any gaps in your employment history: |

**Personal Statement**

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| Please provide details and examples of the skills and your competencies that you feel are relevant to the post. Please continue on a separate sheet of paper if needed. |

**References**

Please provide the names of two referees one of whom must be your current employer and the other a previous employer or a professional colleague/acquaintance. They must not be a friend or a relative. Please note references will not be followed up until an offer of employment has been given.

|  |  |
| --- | --- |
| **1.**Full name of referee: | **2.**Full name of referee: |
| Job title: | Job title: |
| Company Name: | Company Name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email address: | Email address: |
| Relationship to self: | Relationship to self: |

**Declaration**

The job that you are applying for involves access to children and is therefore exempt from the Rehabilitation of offender’s act 1974. You are therefore asked to declare any convictions/cautions you may have, even if they are regarded as ‘spent’ under the act. The information you provide will be treated in confidence and will only be taken into account in relation to the application where this exemption applies.

The disclosure of a criminal record will not exclude you from appointment unless the company considers that the conviction appears unsuitable for employment, we consider the nature of the offence, how long ago it occurred and what age you where when it was committed, and any other information that may be relevant. Failure to declare a conviction may however disqualify you from appointment or result in dismissal.

|  |  |
| --- | --- |
| Have you ever received a caution, including conditional cautions, been convicted at court of any offence, been reprimanded or given a final written warning? | YES/NO |
| If yes, please give details below (continue on a separate piece of paper if needed) | |

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

I confirm that the information given on this form is the best of my knowledge accurate, true and complete. I understand that any false statements may be sufficient cause for rejection or if employed will follow with dismissal.

Please note – If you are invited to an interview, we ask for you to bring with you your certificates of qualifications which are relevant to the post and evidence to provide proof of your eligibility to work in the UK.

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| --- | --- |
| Signature: | Date: |
| Print Name: | |