|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: |  | Date |  |

|  |
| --- |
| Job Application Form |

|  |
| --- |
| Please complete this form fully using black ink or type. C.V.s are not accepted without a completed application form. Applications received after the closing date will not normally be considered. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

Letters Numbers Letter

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Telephone No:** |  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes |  | No |  |
|  |  |  |  |  |

|  |
| --- |
| Section 2 Present Employment |
| **Present Employment** (If now unemployed give details of last employer) |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment: |  | **Salary:** |  |

|  |  |
| --- | --- |
| Department / Section: |  |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Notice: |  | **Last day of service**  (if no longer employed)**:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |
| --- |
| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address: |  | | | |
|  | **Postcode** | | | |
| **Date to & from:** |  |  |  |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address: |  | | | |
|  | **Postcode** | | | |
| **Date to & from:** |  |  |  |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address: |  | | | |
|  | **Postcode** | | | |
| **Date to & from:** |  |  |  |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |
| --- |
| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |
| --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** |
|  |  |  |
| **School** | **Subjects** | **Qualifications and grades obtained** |
|  |  |  |
|  | | |

|  |
| --- |
| Professional Qualifications |
| Please give details: |

|  |  |
| --- | --- |
| **Professional/Technical/**  **Management Qualifications** | **Course Details** |
|  |  |
| **Membership of any Professional Associations- Please state level of Membership:** | |
|  | |

|  |
| --- |
| Section 5 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|  |  |
|  | |

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| --- |
| Section 6 Personal Statement |
| **Abilities, skills, knowledge and experience.**  In this section, please detail how your skills, knowledge, and experience align with the specific criteria for the position you’re applying for. Connect your qualifications, skills, and relevant experience to the job requirements, providing examples where possible, to showcase how you are well-suited for this role. Maximum word count: 500 words. |

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| --- |
| **Section 7 Rehabilitation of Offenders Act (1974)** |

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| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? | Yes |  | No |  |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence: |
|  |

|  |
| --- |
| **Section 8 Protecting Adults** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All roles at Aim2Learn require a Disclosure and Barring Service (DBS) check. | | | | | |
| Are you on the DBS update service | Yes |  | No |  |
| Is there any information you need to disclose, which may have a bearing on your suitability for this post? | Yes |  | No |  |

|  |
| --- |
| **Section 9 Disability Discrimination Act** |

|  |
| --- |
| This Act protects people with disabilities from unlawful discrimination. We encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability which is relevant to your application? | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |

|  |
| --- |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |

|  |
| --- |
| **Section 10 References** |

|  |
| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. If you only have one employment reference, please provide a personal referee. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |  | **Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached before the interview? | Yes |  | No |  | Are you willing for this referee to be approached before the interview? | Yes |  | No |  |

|  |  |
| --- | --- |
| **Personal Reference** |  |

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Relationship: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  | |
|  |  | |
|  |  | |
|  |  | |
|  | Postcode |  |

|  |  |
| --- | --- |
| Telephone No: |  |

|  |  |
| --- | --- |
| E-mail: |  |

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| --- |
| **Section 11 Declaration** |

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| --- |
| A. Relatives/Other Interests |

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| --- | --- | --- | --- | --- |
| Are you related to or do you have a close personal relationship with anyone associated with Aim2Learn? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, specify name(s), position(s) and relationship(s) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If appointed, do you have any interests or hold any appointments that may conflict with employment with Aim2Learn in the role for which you have applied?  If yes, please detail on a separate sheet. | Yes |  | No |  |

|  |
| --- |
| B. Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge** * **all questions relating to me have been accurately and fully answered** * **I possess all the qualifications which I claim to hold** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

|  |
| --- |
| (NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately, applicants who do not hear from Aim2Learn must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.  Aim2Learn undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 2018. |

|  |  |
| --- | --- |
| R E T U R N I N G T H I S F O R M | |
| **By E-Mail:**  HR@aim2learn.org |  |