

JOB APPLICATION FORM



Please complete all parts of this form in BLOCK CAPITALS. CV's will not be accepted

Application for the post of:

How did you hear about this vacancy?

Are you looking for full time work? Yes No

If No, please give details of hours you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>

Personal details

First Name: Surname:

Other Surnames used:
please state if you have changed surname due to marriage/ other

Other names:
i.e. middle name(s) or previous forenames used

Date of birth:

Address (including postcode):

Mobile no: Home no:

Email address:

Do you have immigration permission to work in the UK? Yes No N/A

If permission is restricted, note any restrictions:

Please note: we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK

Have you lived outside of the UK for longer than 3 months in the past 5 years? Yes No N/A

If yes, please provide details (including dates) of countries you have lived in over the past 5 years:

.....
.....
.....

National Insurance Number:



Mode of Transport

Driving

Public Transport

Both

Have you worked for **Worldwide Education Recruitment** before?

If Yes please specify location and date:

Yes No

Emergency Contact Details

In the event of an emergency, who should be contacted?

First Name: Surname:

Home no: Mobile no:

Work no: Relationship:

Employment History

Starting with your most recent job, paid and/or unpaid, please list employment providing all the details requested. It is important that you include periods of unemployment, and if you have been self-employed you will be required to provide proof.

If you are successful for the post, we will obtain references (one must be from your present/most recent employer) which may cover a full 5-year history. They could include time spent in education.

Present or Most Recent Employment

Job Title:

Employer Name & Address:

Start Date: End Date (if applicable):

Reason for leaving:

Please outline your responsibilities, to whom you are responsible and staff responsible for you:

Notice period required:

References

Please give the names and addresses of three people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Current/ Last Employer

Name of Referee:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

Do you provide consent for us to contact this referee?

Yes

No

2nd Referee

Name of Referee:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

Do you provide consent for us to contact this referee?

Yes

No

3rd Referee

Name of Referee:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

Do you provide consent for us to contact this referee?

Yes

No

Disqualification under the Childcare Act 2006

Only complete this section if the job description indicates that the post falls under one of the following relevant childcare roles:

- Provision of early years childcare; or
- Later years childcare in nursery primary or secondary school settings.
- Staff directly concerned with the management of the above.

Please visit the following link to the *Department for Education Disqualification under the Childcare Act 2006 – statutory guidance updated 31 August 2018*:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

It sets out the circumstances in which individuals are disqualified from undertaking relevant childcare work under the relevant statutory provisions. As part of our safeguarding checks we are required to check whether any candidates who are seeking work that involves relevant childcare work are 'disqualified' from carrying out that type of work. Individuals may be disqualified because they have either been convicted of a relevant offence or are subject to a relevant order. Please review the statutory guidance which provides further details and sign below if you can confirm the following:

Declaration

I confirm that:

- I have read the statutory guidance
- I am not disqualified on any of the grounds set out in the statutory guidance
- I will notify Worldwide Education Recruitment Ltd immediately if any of the above changes

Signature of applicant: _____

Date: _____

We are required to notify you that it is a criminal offence for you to work in a relevant childcare role or to be directly concerned with the management of such provision if you are disqualified under the relevant statutory provisions. If you are disqualified we will not be able to place you/supply you into a role that involves relevant childcare work. However, as set out in the statutory guidance you may be able to apply to Ofsted for a waiver of disqualification and you should contact Ofsted directly for details of the application process.

Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant to the role which may make it difficult for you to carry out functions which are essential for the role you seek? Yes No

If yes, please specify:

If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview?

Please specify:

Data Protection Statement

Worldwide Education provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. Therefore, we have asked for your personal data on this form. When we process your personal data, we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please refer to our Privacy Statement found on our website: <http://worldwideeducation.co.uk/privacy-notice/>

Declaration

I declare that the information given on this application form is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

*I understand that **Worldwide Education Recruitment** may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with us.*

Signature of applicant:

Date: