

Application for Employment

If you would like to have this application form on disk, audio or in Braille, or have any questions about how to complete this form please contact us on 01271 379006.

All applicants must complete this form. We cannot accept a CV without this form.

Post applied for:	
How did you hear of this vacancy/where did you see the job advertised?	
Where you recommended by a member of staff and if so – who?	
Mr/Mrs/Ms/Miss:	
First Name:	
Surname:	
Present Address:	Telephone Number (including STD Code) Home: Mobile Work: Email:
National Insurance Number	Tick box if you want to be contacted at work <input type="checkbox"/> Do you hold a current driving licence? YES/NO Do you have any endorsements? YES/NO (If Yes, please give details)
Have you applied for a post with Phoenix Learning & Care Group in the past 2 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details	
If this post is temporary, part time or job share, please indicate the period/times of the day you prefer to work	
Please state the names of friends or relatives employed by Phoenix:	

www.phoenixlearningcare.co.uk / www.oakwoodcourt.ac.uk

Current/Last Employer:			
Nature of Employment (to include your position held):			
Reasons for wanting to leave or if applicable, having left already			
Date of commencement:			
Current or Last Salary:		Notice Required from Current Employer:	
Full Employment History (Please list details of all employment, including the names and addresses of employers, dates employed, positions held, full or part-time working and reasons for leaving, commencing with your current or last position. All time since leaving full time education should be accounted for. Time not spent in employment or education (listed previously) should be listed, including times spent in unemployment, voluntary work, raising a family or part-time work). Due to the nature of our business, the Company reserves the right to contact any previous employer for a reference.			
Employer	From: (Month & Year)	To: (Month & Year)	Reason for Leaving:

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Other Experience

From:		To:	
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Education, Training and Qualifications:

(Schools, Colleges and Universities attend should be listed, with dates, awards and qualifications obtained and levels and grades achieved, commencing with most recent. Please give details of examinations failed).

For teaching posts, please confirm if you have Qualified Teacher status (QTS)

Secondary or equivalent education

School:	From: (Month & Year)	To: (Month & Year)	Subject/Course Studied	Examination Results

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Continuing Education (University/College/Apprenticeships)

Place of Education:	From: (Month & Year)	To: (Month & Year)	Subject/Course Studied	Qualifications taken (grades/levels obtained – please give details of examinations failed)	Full Time or Part Time

Other Training and Development

Date:	Detail

Member of Professional Bodies

Date:	Detail

Other Skills (including languages and your level of proficiency, IT skills etc.) that may be relevant to this application

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Supporting Statement

(Please give reasons for your application, any career hopes that relate to the application and any qualities you have to offer to the post-please continue on a separate sheet if necessary)

REFERENCES:

To include job title, address and postcode or current employer, previous employer and one character reference, who you must have known for a minimum of 12 months. The capacity in which referees are writing should be stated e.g. former employer, colleague etc. The referee listed under 'current employer' must be your last line manager or other responsible person. We are unable to accept references from members of your family.

CURRENT EMPLOYER

Company Name.....
Company Address.....
.....
Post Code.....
Email address.....
Tel No.....
Managers/Responsible Persons Name.....
Length of time known.....

PREVIOUS EMPLOYER

Company Name.....
Company Address.....
.....
Post Code.....
Email address.....
Tel No.....
Managers/Responsible Persons Name.....
Length of time known.....

CHARACTER REFERENCE

Name.....
Address.....
.....
Post Code.....
Email address.....
Tel No.....
Managers/Responsible Persons Name.....
Length of time known.....

WORKING IN THE UK

Are you eligible to work in the UK – please note that if applicable you will be required to provide evidence of this at interview

YES NO

CRIMINAL OFFENCES

Rehabilitation of Offenders Act 1974. Because of the nature of the work for which you are applying, this post is exempt from the above act. Applicants are not entitled to withhold information about convictions/cautions, which for other purposes would be regarded as 'spent', and in the event of employment, any failure to disclose information about convictions/cautions will result in dismissal. If you have been convicted of a criminal offence, please give details including all relevant dates in the space below. (Information given will be treated in the strictest confidence). If you have not been convicted/cautioned of a criminal offence, please indicate by stating '**NONE**'

SAFEGUARDING & CHILD WELFARE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, workers and volunteers to share this commitment. All posts are conditional to an enhanced Disclosure and Barring Service check to ensure that the candidate is eligible to work in this sector as defined by the Department of Education. Ofsted and the Care Quality Commission. Having an entry on record does not automatically exclude a candidate from employment and their appointment will be at the discretion of the Directors of Phoenix learning & Care Ltd. However, under vetting and barring regulations certain offences automatically cause a candidate to be excluded from working in this sector.

In signing this application, candidates need to acknowledge that they are aware that:

- Direct or indirect canvassing regarding their appointment will render them liable to disqualification
- The above information is correct
- Any false information or deliberate omissions will disqualify them from employment or may render them liable for dismissal or criminal prosecution
- The information they provide is subject to the Data Protection Act 1998. The Company will process data principally for personnel, administrative and payroll purposes

In signing this application, the candidate gives permission for Phoenix Learning & Care Limited to contact their referees (and any previous employers) for a written and verbal reference request

Signed.....

Date.....

Name.....

If you need any help to complete this form please telephone Phoenix's Head Office on 01271 379006 and ask for the HR team.

Guidance Notes For Completion

Thank you for seeking a career with Phoenix Learning & Care. The following notes should help you to comply with our Safer Recruitment policy and help us respond to your application quicker.

We are committed to safeguarding and promoting the welfare of children and young people and expect our staff to share this commitment. We take this Duty of Care very seriously and the information required on this form is designed to ensure we employ people suitable for working with children and young people.

In completing our application form please follow the guidance below: If you need help please call us on 01271 379006

Page No	Section	Guidance
1	Post Applied For	<p>If applicable, don't forget to include the name of the current Phoenix employee that referred you to us in replying to the question "Where you recommended by a member of staff and if so - who? Otherwise state N/A.</p> <p>Please remember to give brief details of any driving licence endorsements. Otherwise state N/A</p>
2	Current/Last Employer	Please state why you are planning to leave your current employer, or if you have left your last job already, the reason(s) you left.
2	Full Employment History	<p>It is very important that you do not leave any gaps in time between jobs, for example if you were travelling, studying or caring for a relative. Such periods of time must be included.</p> <p>Your employment details and dates stated here should be identical to those on the CV that you provide. All previous job starting and leaving dates should be accurate and should not overlap</p>
3	Education, Training & Qualifications	Please list all courses & training, and don't forget to include details of your secondary school and the exams you took then.
6	Supporting Statement	We are interested in you and are keen to understand why you want to move into a Childcare role with Phoenix so please tell us why you're applying
7	References	<p>Please provide the details we need as fully as possible. We do need full contact details for your previous employers, including email addresses and telephone numbers that will help us make contact with the right person quickly in your previous organisations.</p> <p>The same applies for your character reference; please provide full contact details. Your character referee should not be someone that you have worked for and they should have known you for at least 12 months.</p>
8	Personal Declaration	Don't forget to read carefully before you sign.