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| **APPLICATION FOR EMPLOYMENT: SUPPORT STAFF** | | | INTERNAL USE ONLY  Reference No  Date Received |
| **POST:** |  | |
| **How did you hear about this vacancy?** | |  |  |

***Please ensure that you complete all sections of the application form and return via e-mail to: aparker@limehurst.org.uk***

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| **PERSONAL DETAILS** |
| Title: | | | Surname: | | |
| Previous  Surnames: | | | All Forenames: | | |
| Address:  Post Code: | | | Home Telephone Number: | |  |
| Mobile Number: | |  |
| Business Number: | |  |
| Email address: | |  |
| National Insurance Number: | |  |
| Can you confirm that you are eligible to work in the UK? | | | | | Yes  No |
|  | |
| **PRESENT EMPLOYMENT** | |
| Present Post: | | | | | |
| Date appointed: *Click to insert* | | | | Full-time/part-time: Full-Time | |
| Current salary: £ Salary p.a. | | | |  | |
| Name & address of employer: | | | | | |
| Telephone No: | | | |  | |

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| **EDUCATION & TRAINING** | | |
| **Secondary/Further/Higher Education** | | | | | | | | | | | | | | |
| **Name of School/College/University** | | | | **From** | | | **To** | **Qualifications gained with date** | | | | | | |
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| **Other relevant training**  *(Any recognised qualifications or courses attended which are relevant to the job application)* | | | | | | | | | | | | | | |
| **Name and address of College/Awarding Body** | | | | **From** | | | **To** | **Qualifications gained with date** | | | | | |
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| **PREVIOUS EMPLOYMENT** | |
| **Name/Address of Employer** | | | | | | **Post held** | | | **Full or Part-time** | | **Dates (mm/yy)** | | |
| **From** | | **To** |
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| **CRIMINAL OFFENCES** |
| *Please give details of any criminal offence(s) or pending criminal charge(s*) | | | | | | | | | | | | | | | |
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*You will be required to make an application to the Disclosure and Barring Service for disclosure under the provisions of the Police Act (1997). If you are appointed, the Academy will confirm your identity and submit the application to the DBS, paying the necessary fee. The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of* ***all*** *convictions, including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions, reprimands, warnings, investigations or prosecutions pending. Failure to disclose any information required of you may results in disciplinary actions or dismissal from the Academy. You will not be contracted to commence work until the disclosure record has been received and cleared. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.*

*From 12 October 2009, a new duty to share information was introduced under the Vetting and Barring Scheme. From that date employers have to notify the DBS of relevant information so that employees who pose a threat to vulnerable groups can be identified and barred from working with these groups. The Academy fully supports the DBS and will notify the Disclosure and Barring Scheme if we consider it appropriate.*

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| **OUTSIDE INTERESTS/ACTIVITIES** | |  | |
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| **REFEREES** |  | | |
| **References will normally be taken up from your present employer prior to interview** | | | |
| Name: | | | Name: |
| Address: | | | Address: |
| Tel No and Email: | | | Tel No and Email: |
| Status: | | | Status: |

**Are you, to your knowledge, related to any employee or governor at the Academy?** Yes  No

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| **NAME: POSITION:**  **RELATIONSHIP:** |

***Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.***

**DECLARATION**

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998. I have also understood and complied with the provision concerning the disclosure of criminal convictions.

**SIGNATURE OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:** Click or tap to enter a date.