**Application for Employment**

Please complete all sections

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| **Title of Post applied for:** |  |  |
| **Personal details**  |
| **Title:****(Mr/Mrs/Miss/Ms/Other)**  |  |  |
| **Full name:** |  | **Previously used name(s):** |  |
| **Address Details** **inc Post Code:** |  |
| **Home telephone number:** |  | **Mobile telephone number:** |  |
| **E mail address:** |  | **National Insurance Number:** |  |

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| **Current / Most Recent Employment Details** |
| **Job Title** |  |
| **Name and Address of Employer:** |  |
| **Current Salary:** |  |
| **Date Appointed (month/year):**  |  | **Notice period required:** |  |
| **Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):** |  |
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| **Employment History**(Please give a full history both paid and relevant unpaid work, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. |
| **Job Title** | **Employers Name & Address** | **Date Started****(month/year)** | **Date Left****(month/year)** | **Salary** | **Reason for leaving** |
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| **Have you ever been dismissed by any of the above employers? (If YES, please provide further details)** | **Yes: [ ]  No: [ ]** **……………………………………………………………****……………………………………………………………****……………………………………………………………** |
| **If you have had any gaps in employment since leaving school, please give details here:** |
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| **Qualifications**Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications). If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section. |
| Name at time of qualification (if different):  |  |
| **Name of School / College / University attended** | **Name of Qualification** | **Subjects or Name of Course and grades** | **Date Awarded****(month/year)****Reason for leaving** |
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| **Other Details** |
| **Disclosure & Barring Service (DBS)**Raise Education & Wellbeing Ltd fully believes, practices and follows the values, principles and legislation of the Children Act 1989 – that ‘the Childs Welfare is Paramount’ and that safeguarding children is our primary consideration. We will never compromise children’s safety. Successful candidates will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and share this core organisational ethos.**Please note, it is an offence to apply for any roles where you will be directly working with young people if you are barred from engaging in regulated activity relevant to children.** |
| **If you have a current Enhanced DBS please provide issue date:** |  | **Disclosure Number:** |  |
| **Drivers Details**(Some roles require both the ability to drive and the use of a vehicle) |
| **Do you possess a current, clean, full, driving licence?** | **Yes:** [ ]  **No:** [ ]  |
| **Do you have a vehicle that is available to enable you to fulfil this role?** | **Yes:** [ ]  **No:** [ ]  |
| **Upcoming Leave**  |
| **Do you have any upcoming leave we need to be aware of?**(i.e.: pre-booked holiday) |  |

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| **Relevant skills, knowledge and experience**(Please limit this to 2 pages and refer to the job description and person specification) |
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| **References**Please give details of three referees persons who can confirm that you meet the selection criteria for the post. If you are (or have recently been) employed, one must be your current or last employer.If you are (or have recently been) a student, one should be a senior staff member from your place of study. If you are not currently working with children or young people but have done so in the past, one referee should befrom a senior manager in that organisation.One referee should be able to provide a character reference. Please note, references will be sought prior to interview in line with our Safer Recruitment Policy. |
| **Referee 1** |
| **Full name:**  |  |
| **Organisation Name:**  |  |
| **Address inc Postcode:** |  |
| **Telephone:**  |  |
| **Email:**  |  |
| **Relationship to applicant** |  |
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| **Referee 2** |
| **Full name:**  |  |
| **Organisation Name:**  |  |
| **Address inc Postcode:** |  |
| **Telephone:**  |  |
| **Email:**  |  |
| **Relationship to applicant** |  |
|  |
| **Referee 3** |
| **Full name:**  |  |
| **Organisation Name:**  |  |
| **Address inc Postcode:** |  |
| **Telephone:**  |  |
| **Email:**  |  |
| **Relationship to applicant** |  |
| **Request to Process your Personal Data**In compliance with the General Data Protection Regulation (GDPR), this is to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.**Please read below the information regarding your consent** We are Raise Education & Wellbeing Ltd, Corby House, 38 Chorley New Road, Bolton. BL1 4AP1. If you wish to contact our Data Protection Officer, (DPO) to discuss any questions relating to our handling of your data please ring 01204 431946 and your call will be directed to them.
2. The information we have requested, on the application form, is required in order to process your application for employment.
3. Any special categories of personal data will not be shared with any third parties unless a legal obligation should arise.
4. The information you provide on this form will become part of your personnel file, if your application is successful, which will be retained throughout the duration of your employment with our organisation and afterwards in accordance with our data retention policy.
5. If your application is unsuccessful, after a period of 6 months, all documents and the information provided on the application form will be destroyed.
6. A record of your consent will be kept, as evidence, we have obtained your consent to collect and process the data you provide on this application form.
7. If you wish to withdraw your consent, at any time, you have the right to do so by contacting our DPO (see 2 above).

**Consent Request**Please ensure you have read and understood the above paragraphs 1-8 and raised any relevant questions before providing your consent below:* I confirm that I have read and understood paragraphs 1-8 above and that I have been offered the opportunity to raise any relevant questions.

**Yes:** [ ]  **No:** [ ]  **(please tick applicable box)****Please click on the below link to access the Safer Recruitment Policy and Child Protection Policy.** [**https://raise-educationandwellbeing.co.uk/policies/**](https://raise-educationandwellbeing.co.uk/policies/)By completing this form and otherwise supplying information to Raise Education & Wellbeing Ltd you agree that Raise Education & Wellbeing Ltd may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes. If you are subsequently employed by Raise Education & Wellbeing Ltd the data will be used for purposes including training, payroll, sickness and wellbeing management and as required or permitted under statute or regulation and generally as is necessary to facilitate Raise Education & Wellbeing Ltd’s legitimate activities and the employment relationship more generally. |

**Please return this completed application and return to**

**recruitment@raisetheyouth.co.uk**