

**Application form for Innervation Trust/iSingPOP**

 **Name of applicant**

 **Role**

**Application form**

*Please complete this application form electronically or in black ink using block capitals.*

**Section one: personal information**

|  |  |
| --- | --- |
| Post applied for: |  |
| Family name: |  | Title: |
| Preferred name: |  |
| Names in full: |  |
| Address: |  | Postcode: |
| Telephone: |  |
| Email: |  |
| Are you eligible for work in the UK? |  |

**Please circle as appropriate**

Do you possess a current full driving licence? Yes/No

Details of endorsements

Groups/expiry date

Do you own/have access to a car? Yes/No

If you will be driving for work purposes

do you have Class 1 Business driving insurance? Yes/No

(NB this doesn’t apply to commuting to work)

**Section two: employment history**

*Please note any other employment you would continue with if you were successful in*

*obtaining this position. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*How much notice is required in your current post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From, to (month, year)** | **Name and address of employer** | **Job title and duties** | **Salary at leaving** | **Reason for leaving** |
| **Current** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Continue on a separate sheet if necessary.*

**Section three: education history**

1. Professional/practical qualifications obtained (e.g. teaching, social work).

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Further education (college or university). Please give details of any qualifications obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Organisation and qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Principal secondary schools

|  |  |
| --- | --- |
| **School** | **Qualifications and details** |
|  |  |
|  |  |
|  |  |
|  |  |

**Section four: reasons for applying for this post**

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| --- |
| Please detail here your reasons for applying for this post.*Please reference the job description and person specification and ensure you include experience you have obtained in your present and past roles that would be relevant to this post and what skills, knowledge, and experience you would bring if appointed.* *Continue on a separate sheet if necessary.* |

**Section five: criminal record (please circle below as appropriate)**

|  |
| --- |
| Where appropriate, posts may be eligible for criminal record checks. It will be clear from the job details the level of check and any subsequent offer of employment will be based on the outcome from such a check. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? YES / NO Do you have any convictions, cautions, reprimands or warnings from the police that has not been filtered in accordance with the DBS filtering rules? YES / NO(if you answer yes to these questions please give details on a separate sheet).<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates><https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> |

**Section six: references**

***Please give names and addresses of two persons from whom the company may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, Innervation Trust/iSingPOP reserves the right to approach any past employer for a reference.***

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address:Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |

May we approach your referees prior to interview? Yes/no

**Section seven: declaration**

*Please read this carefully before signing this application.*

|  |
| --- |
| 1. I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give the Trust/iSingPOP the right to terminate any employment contract offered.
2. I understand that the Trust/iSingPOP has in place safer recruitment practices and I agree that where a role may require a criminal record check the Trust will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I have read section five of this form and understand that should a required disclosure not be satisfactory; any offer of employment may be withdrawn or employment terminated.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

To submit your application please email lorraine.pearson@isingpop.com