

Cranedale Educational Charitable Trust

APPLICATION FORM

Essential for: Management, Clerical and Teaching posts

** Click in the shaded boxes to fill in the appropriate fields.*

Post Applied For:

PERSONAL DETAILS

Mr Mrs Miss Ms Other First Name

Surname:

Contact Address:

Post Code:

Daytime Telephone: Mobile:

Email:

Can we contact you at work: Yes No

Are you free to remain and take up employment in the UK with no current
immigration restrictions? Yes No

Date of Birth:

National Insurance Number:

Where did you see this post advertised?



EDUCATION AND QUALIFICATIONS

Secondary schools attended	Examination results/subjects	Dates

Colleges/Universities	Qualifications gained	Dates

DfEE No. (if applicable):	Dates
Other training/courses attended:	Dates



PROFESSIONAL INTERESTS

Membership of professional societies/interest Groups:

Under-graduate/post-graduate dissertations or projects undertaken:



EMPLOYMENT HISTORY

Please provide details of your employment starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done that is relevant to the role you are applying for.

Employer	Dates	Brief job description, reasons for leaving and final salary



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EXTRA INFORMATION

Driving

Do you have a full, valid Driving Licence? Yes No

When did you pass your driving test?

Do you have a D1(minibus) entitlement on your Driving Licence? Yes No

Do you have any endorsements on your licence? Yes No

If yes please give details:

First Aid

Do you have a current First Aid Certificate? Yes No

If yes, please give details of the type of qualification, expiry date and length of course:

Leisure interests

E.g. sports, hobbies. Please also state here any natural history interests:



PERSONAL STATEMENT

Please detail here your specific reasons for this application with regards to the Job Specification and Description. Please state your main achievements to date and the strengths you would bring to this post:



PROTECTION OF CHILDREN ACT

The activities of the Cranedale Centre are regulated by the Protection of Children Act and as such all new employees are required to undergo an Enhanced Disclosure with the Disclosure and Barring Service (DBS).

The official appointment of the successful candidates will depend on a successful outcome to the Disclosure. The Cranedale Centre complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Do you have a criminal record (including any spent convictions)? Yes No

Are you prepared to undergo an Enhanced Disclosure with the Disclosure and Barring Service? Yes No

DATA PROTECTION NOTIFICATION

The information you have provided in completing this application form will be used to process your application for employment. Cranedale Educational Charitable Trust Ltd will keep the information you have supplied confidential and will not divulge it to third parties except where required by law. If you are not appointed your information will be held securely for a maximum period of 6 months only.



REFERENCES

Please give the names, addresses and telephone numbers of two people, including your current employer, from whom we may obtain references.

May we take up references, if necessary, prior to your interview? Yes No

Referee 1 Current employer	Referee 2 Preferably this should be your next most recent employer
<div style="border: 1px solid black; height: 150px;"></div>	<div style="border: 1px solid black; height: 150px;"></div>
Email: <input type="text"/>	Email: <input type="text"/>
Tel: <input type="text"/>	Tel: <input type="text"/>

If you were successful at interview and were offered this post, when would you be able to start work?

DECLARATION

I confirm that to the best of my knowledge the information given above is complete, true and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that, should I be successful in this application, I will be required to undertake an enhanced disclosure with the Disclosure and Barring Service. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Charity any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

