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| Position Applied for and Location: |  |
| Name: |  |
| Date of Application: |  |

All posts within Invested Education Ltd are considered exempt from the rehabilitation of Offenders Act 1974.

If you are selected for interview, you will be asked by HR to complete a self-declaration form with any charges, convictions, admonishments, reprimands, warning, fines, dropped charges and further any investigations, disciplinary action or professional body sanctions. **Please note:** It is an offence for any person who has been barred from working with protected or vulnerable groups to apply for a regulated position (one which involves spending regular time working with children (or Adults in post 16 services).

Please Return to:

information@invested-education.com

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| **PART 1 - PERSONAL DETAILS** | |
| Surname: | First Name(s): |
| Are you now, have you ever been, or were you at birth known by a different name? Please give details.  *(Proof of change of name will be required)*    Address: | |
| Telephone Numbers Daytime: Mobile: Evening: | |
| Email Address: | |

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| **PART 2 - PRESENT OR MOST RECENT EMPLOYER** | | | | |
| Present or previous employer  *If unemployed please state dates* |  | | | |
| Address |  | | | |
|  | |  |  |
| Telephone |  |  |  | |
| Position held |  |  |  | |
| Date started |  |  |  | |
| Key responsibilities of post and main achievements: | | | | |
| Reason for leaving/Wishing to Leave: | | | | |

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| **PART 2 CONTD…** | | | | | |
| Present or previous employer |  | | | | |
| Address |  | | | | |
|  | | Post Code | |  |
| Telephone |  | Salary | |  | |
| Position held |  | Full Time/Part Time | |  | |
| Date started |  | Leave Date | |  | |
| Key responsibilities of post and main achievements: | | | | | |
| Reason for leaving/Wishing to Leave: | | | | | |

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| **PART 2 CONTD…** | | | | | |
| Present or previous employer |  | | | | |
| Address |  | | | | |
|  | | Post Code | |  |
| Telephone |  | Salary | |  | |
| Position held |  | Full Time/Part Time | |  | |
| Date started |  | Leave Date | |  | |
| Key responsibilities of post and main achievements: | | | | | |
| Reason for leaving/Wishing to Leave: | | | | | |

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| PART 3 – FULL EMPLOYMENT HISTORY (including any voluntary work, periods of training/education and accounting for any gaps in employment history – please provide explanations for any employment gaps) | | | | |
| Name & Address of Employer | Start Date | End Date | Job Title & Main Duties | Reason for Leaving |
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Please continue onto a separate sheet if necessary.

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| **PART 4 - SCHOOL EDUCATION** | | | | |
| Qualifications/Level | | Subject | Grade | Year |
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| PART 5 - FURTHER EDUCATION | | | |
| University or College | Degree or Qualification | Course Start Date | Course End Date |
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| **PART 6 – Relevant Training/ Professional Development courses** | | | |
| Course | Date | Provider | Duration |
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| **PART 7 - MEMBERSHIP/REGISTRATION OF PROFESSIONAL BODIES** | | | | |
| Professional Body | Registration No. | Conditions Affecting Registration | Year Gained | Expiry Date |
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| **PART 8 –OTHER INFORMATION** | | | | |
| 1. Do you have Qualified Teacher Status (QTS) | | | YES NO   Teacher Reference Number (TRN): | |
| **(B)** Are you a driver? | | | YES NO | |
| **(C)** Do you have DBS check? (If yes, please provide the record number, date, and category if no, we will require a satisfactory DBS check completed by Invested Childcare Ltd before commencing employment or satisfactory records via the update service.) | | | YES NO  Number:  Category:  Issue date:  Role sought for: | |
| **(D)** Are you currently subscribed to the DBS update service? If yes, please tick yes if you give permission for Invested Childcare Ltd to complete a status check  Please note DBS update number: | | | YES NO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **(E)** Are you in any way connected to an existing Invested Education Ltd employee or anyone else who may be connected with Invested Education Ltd in anyway? E.g. family or friend (If yes please provide their name, position and location below) | | | YES NO | |
| |  |  | | --- | --- | | **(F)** Do you have any medical or health concerns that would affect your ability to carry out your duties?  If yes, please complete Health Questionnaire Form | YES NO | | | | | |
| **(F) Where did you hear about this vacancy?** | | | | |
| Invested Education Ltd Website | Other Website | Word of Mouth | | Other |

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| **PART 9 - SUITABILTY TO MEET PERSON SPECIFICATION** (Please outline below how you meet the criteria outlined in the job description/person specification) |
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| **PART 10 – ADDITIONAL INFORMATION** |
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# If necessary please continue on a separate sheet of paper and attach to your completed form.

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| PART 11 - REFERENCES – We will seek 3 references at the short-listing stage. If you have been employed in a relevant sector, please provide these reference details. Invested Education Ltd reserves the right to contact any previous employer to verify information regarding your employment to ensure the safe guarding of the young people in our care. | | | |
|  | Most Recent/Current Employer must be one of the references | Previous employer  (relevant sector as 1st option) | Previous employer  (relevant sector as 1st option) |
| Name:  *(Person must still be employed by Company)* |  |  |  |
| Referees Job title:  *(You must have reported to person at time you were employed)* |  |  |  |
| Dates you were employed here: |  |  |  |
| Business Name  and Business Address including postcode |  |  |  |
| Telephone: |  |  |  |
| **Business**  E-Mail: |  |  |  |
| Contact: | YES NO | YES NO | YES NO |



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| **PART 12 - DECLARATION** |

* I certify that, to the best of my knowledge, all the statements made above are true and accurate and, in particular, that I have not omitted any facts which may have a bearing on my application.
* I give explicit consent that the information given on this form may be stored and processed in accordance to the Data Protection Act 1998.
* I hereby give permission for Invested Education Ltd to take any necessary approach with regards to attaining a reference of my employment, professional history, and/or academic history and verify other information I have provided. Where applicable this may involve contacting my previous and or any current employers/associations (not only those given as referees if it is deemed there are more appropriate references or we require more information) including if applicable Job Centre Plus, Department for Work and Pensions, School or College. Any such information obtained will be used strictly with regard to the attached application in order to seek satisfactory clearance in line with the Safer Recruitment Policy.
* I am aware that providing false information could result in my application being rejected or may lead to summary dismissal if I am selected for a position within Invested Education Ltd. If I am registered with any professional body Invested Education Ltd will inform them that I have provided false information on my application form.

Print Name: \_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_