



**APPLICATION FOR EMPLOYMENT – part 1 section 1 - 7**

All relevant sections must be completed.  
To be completed in black ink.  
A curriculum vitae (CV) must not be submitted in place of any information on this form.

Please attach a recent photograph here

**1. VACANCY INFORMATION**

Application for the post of Teaching Assistant

**PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO:**  
**Kerry Barnes, Bright Futures Care Limited, Asher House, Barsbank Lane, Lymm, WA13 0ED**

by the closing date of : ASAP

**2. PERSONAL DETAILS**

Surname	Title
Previous Surname	
First Name(s)	Known as
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please give details	
Address	
Postcode	
Telephone : Business	Private
Mobile Tel:	e-mail

**3. DRIVING LICENCE DETAILS**

Do you hold a full current licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what type of licence: -	Private / Light Goods <input type="checkbox"/> HGV <input type="checkbox"/> CLASS <input type="checkbox"/>
Other	



#### 4. FULL OCCUPATIONAL HISTORY

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Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.

Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY. (Continue on a separate sheet if necessary)**

Type of experience/Post title (paid or unpaid) and reason for leaving	Name & Address of Employer	Dates	
		From MM/YY	To MM/YY

**5. DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE**

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A criminal record will not necessarily exclude you from employment. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. You are required to disclose any 'unspent' criminal convictions in line with the Rehabilitation of Offenders Act 1974.

However, if you are applying for work which involves substantial opportunity for access to children or vulnerable adults, you are required to give details of criminal convictions, cautions, reprimands or final warnings even if they are regarded as 'spent'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk](http://www.gov.uk)

Should you identify that you have a criminal record, this will be discussed in confidence at interview.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions that you are required to declare?

Yes  No

If "YES", give details below:-

Details of offence & Sentence	Date	Court or police force who dealt with the offence

**Posts that may have substantial opportunity for access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Act and will require a Disclosure & Barring Service check.**

Disclosure & Barring Service

Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service.

Further information about Disclosures can be found on the Government website in the Employing People Section.

<https://www.gov.uk/crb-criminal-records-bureau-check>

**I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.**

"I certify that the details on this application form are true as far as I know. I understand that if I give false information or withhold relevant information it could result, if engaged, in termination of employment."

Signed:

Date:

## 6. IMMIGRATION ASYLUM AND NATIONALITY ACT 2006

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Please refer to the enclosed guidance notes before answering these questions.

Nationality at birth:	Present Nationality:	
<ul style="list-style-type: none"> <li>Have you ever possessed any other Nationality or Citizenship?</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are you subject to immigration control?</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do you have unrestricted entitlement to take up employment in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Do you have or are you entitled to obtain a National Insurance Number?</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you have answered 'No' to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>

## 7. CERTIFICATION / DECLARATION

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I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

**Signed:**

**Date:**

Providing false information is an offence and could result in:-

- the application being rejected;
- Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to post and Asylum & Immigration checks.

We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998.

## APPLICATION FOR EMPLOYMENT – part 2 section 8 - 13

All relevant sections must be completed.

To be completed in black ink.

A curriculum vitae (CV) must not be submitted in place of any information on this form.

### 8. REFERENCES

Please give details of two referees who are not related to you, from whom references about your suitability for the job can be obtained. **If presently employed, one must be your current employer.** Please provide the appropriate company contact details, we would normally contact the Human Resources Department for a reference. **If unemployed, one must be your most recent employer.** In the absence of previous employment experience a reference from your headteacher / tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults).

1. Current or most recent employer		2. Previous employer or Personal referee	
Company name:		Company name (if applicable):	
Line manager name :		Name of referee :	
Company Address :		Occupation:	
Address 2:		Address:	
Address 3:		Postcode:	
Postcode:		Business Telephone:	
Business Telephone:		Home Telephone:	
Business Mobile:		Mobile:	
Business/HR Dept E-mail address:		E-mail:	
How long has the referee known you?		How long has the referee known you?	
In what capacity does the referee know you?		In what capacity does the referee know you?	
<input type="checkbox"/>	Current employer	<input type="checkbox"/>	Previous employer
<input type="checkbox"/>	Most recent employer	<input type="checkbox"/>	Colleague/former colleague or manager but the referee is given on a personal basis
<input type="checkbox"/>	Personal (if you do not have previous employment experience)	<input type="checkbox"/>	Personal
If the referee knows you by a different name please state		If the referee knows you by a different name please state	
Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>	Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees we will only contact the referees after interview, if you are the successful candidate.

**Please contact your referees to advise them that you have provided their details and to confirm that they would be prepared to provide a reference for you if requested.**

## 9. EQUAL OPPORTUNITIES AND MONITORING

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Bright Futures is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age, sexual orientation, religion or belief.

We need to carry out diversity monitoring in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help us to do this by completing this section of the form.

The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.

<b>1. How would you describe your ethnic origin? (please tick)</b>		
<b>(A) White</b>	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Any other White background	<input type="checkbox"/>
<b>(B) Mixed</b>	White & Black Caribbean	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>
<b>(C) Asian or Asian British</b>	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>
<b>(D) Black or Black British</b>	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other black background	<input type="checkbox"/>
<b>(E) Chinese or other ethnic group</b>	Chinese	<input type="checkbox"/>
	Other	<input type="checkbox"/>



**2. Are you:**

	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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**3. Do you have a disability in accordance with the definition under the Disability Discrimination Act?**

The definition in the Act is 'People who have, or have had a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'

Yes   
No

**4. Are you currently employed?**

Yes   
No

**5. Date of birth**      dd/mm/yyyy

**6. What is your religion?**

Not prepared to say	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>

**7. Sexual orientation**

How would you describe yourself?.

Heterosexual/straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Gay woman/Lesbian	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Prefer not to declare	<input type="checkbox"/>		

**10. DISABILITY AND REASONABLE ADJUSTMENTS**

By answering the following questions, you will assist the Company to comply with its obligations arising from the Disability Discrimination Act 1995(as amended by DDA 2005). You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Company will guarantee you an interview.

DISABILITY DEFINITION (DDA 1995 as amended by AS AMENDED BY DDA 2005)

"a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"



DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes  No   
(regardless of whether or not it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

### 11. EDUCATION ATTAINMENTS

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Education, training and professional qualifications

FROM (Month & Year)	TO	Full Name and Address of School / College / University / Institution	Qualifications	
			Gained (with grades)	For which you are studying

### PROFESSIONAL BODIES

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

**Please note that you will be required to produce evidence of qualifications attained.**

### 12. CERTIFICATION / DECLARATION

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I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

Signed:

Date:





**13. WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed.**

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You may, however wish to submit supplementary evidence to your application by attaching a maximum of two sides of A4 paper.