

SW Education & Care

Please return completed forms to: SW Education & Care Ltd, Tir Na N'Og, Fitzhead, Taunton, TA4 3LA
or email to info@swedandcare.org

Identifying needs
Supporting progress
Improving outcomes



Application for Employment

Post applied for:	How did you hear about this job?
Title: First Name: Middle names: Surname: Previous names (if applicable): Reason for change:	Current address:
Telephone numbers (including STD code); Home: Mobile: Work: Email:	National Insurance Number: Do you currently hold a full driving licence? Do you have any endorsements? (If so, please give details)
Emergency contact 1st:	Emergency contact Address:

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<p>Name:</p> <p>Telephone number:</p> <p>eMail address:</p> <p>Relationship:</p>	
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Supporting Statement

Please refer to the job description and person specification

Please include future aspirations and additional skills or knowledge which may support your application.

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Employment History

Current or last employer:	Dates of employment:
Nature of Employment including details of the role:	Reasons for leaving.
Current or last salary: £ Details of bonuses:	Amount of notice required from current employer:

Please provide your full employment history from leaving school. If there are gaps between your employment dates, please explain these.
 Due to the nature of our business, we reserve the right to contact any previous employer for a reference, we will request references from all employers where you have worked with vulnerable groups.

Employer	From; (Month & Year)	To (Month & Year)	Reason for leaving.

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			Continue on a separate sheet if needed

Education & Training

<p>Education, Training and Qualifications:</p> <p>From the most recent training qualifications please list the Schools, Colleges, Universities and workplace training, you have attended, with dates, awards and qualifications obtained with levels and grades achieved.</p> <p>(Should you be selected for interview please provide certificates of relevant qualifications and reserve the right to check with the relevant awarding body.)</p>			
Schools, Colleges, Universities and work-based training	From (Month & Year)	To (Month & Year)	Examinations, Qualifications and
			Continue on a separate sheet if needed

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References

Referencing our prospective staff is a crucial to safeguarding the children and young people we support. We take our duties in obtaining references very seriously.

We require a reference from your current or last employer, and the prior employer to cover 5 years' service. We always ask for references from previous employment which has included supporting those with vulnerabilities (this may be via telephone).

A character reference is required from someone who has known you outside of your employment, who is not related to you and, has known you for more than two years.

By signing this application form, you are giving SW Education & Care permission to contact your references).

CURRENT/LAST EMPLOYER	PREVIOUS EMPLOYER	CHARACTER REFERENCE
Company NAME: Referee NAME: POSITION IN COMPANY: ADDRESS: POSTCODE: TEL NO: EMAIL ADDRESS:	Company NAME: Referee NAME: POSITION IN COMPANY: ADDRESS: POSTCODE: TEL NO: EMAIL ADDRESS:	NAME: CAPACITY KNOWN: ADDRESS: POSTCODE: TEL NO: EMAIL ADDRESS:

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PREVIOUS DETAILS 1	PREVIOUS DETAILS if necessary 2	PREVIOUSCARE DETAILS if necessary 3
Company NAME: Referee NAME: POSITION IN COMPANY: ADDRESS: POSTCODE: TEL NO: EMAIL ADDRESS:	Company NAME: Referee NAME: POSITION IN COMPANY: ADDRESS: POSTCODE: TEL NO: EMAIL ADDRESS	Company NAME: Referee NAME: POSITION IN COMPANY: ADDRESS: POSTCODE: TEL NO: 01278 760555 EMAIL ADDRESS:

Working in the UK

Are you eligible to work in the UK?

Please note that you will be required to provide evidence of this at interview. Examples of evidence you can use to prove your eligibility to work in the UK can be found here: <https://www.nidirect.gov.uk/articles/evidence-support-your-right-work-uk>)

Criminal Offences

Regarding the Rehabilitation of Offenders Act 1974.

Because of the nature of the work for which you are applying, this post is exempt from the above ACT. Applicants are therefore not entitled to withhold information about convictions/cautions/official police warnings, which for other purposes would be regarded as 'spent', and in the event of employment, any failure to disclose information about convictions/cautions will result in dismissal. If you have been convicted of a criminal offence, please give details including all relevant dates in the space below. (Information given will be treated in the strictest confidence).

Have you been convicted of an offence, or had an offence dealt with by way of a caution or official police warning? Yes/No (delete as appropriate and sign & date here)

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If you have ticked 'YES' please describe the offence, the sentence and any circumstances you believe are relevant on the additional notes section at the end of this application form.

Please note that this post is subject to the requirement for an Enhanced Disclosure Application from the Disclosure and Barring Service

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, workers and volunteers to share this commitment. All posts are conditional to an enhanced Disclosure and Barring Service check to ensure that the candidate is eligible to work in this sector as defined by the Department of Education and Ofsted. Having an entry on record does not automatically exclude a candidate from employment and their appointment will be at the discretion of the Directors of SW Education & Care. However, under vetting and barring regulations certain offences automatically cause a candidate to be excluded from working in this sector.

If you would like to discuss any of the above, please do not hesitate to contact SW Education & Care Ltd.

In signing this application form, you are confirming that its contents are true and honest, and there are no omissions of relevant information.

The information provided is subject to the Data Protection Act 1998. The company will process data principally for personnel, administrative and payroll purposes.

Signed _____ Name; _____

Date _____

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Additional information relevant to the application. (including details of previous convictions and any other relevant information)

If there is no further relevant information, please add here and sign below.

Signed _____ Name _____ Date _____