Application Form

**Important: This form must be completed in full. A curriculum vitae will not be accepted as a substitute but may be submitted in addition to this form.**

* You will be required to provide evidence of your right to work in the UK should an offer of employment be made.
* You will be required to provide proof of identity should an offer of employment be made.
* Open Awards is committed to safer recruitment practices and undertakes rigorous recruitment procedures which may include background checks for certain roles and an internet search.
* Shortlisted applicants will be required to complete a self-declaration regarding any criminal convictions prior to interview.
* Where YES / NO answers are required please delete as appropriate.

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| **Application for the post of**  **Job title:** |

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Title: | Forenames: | Surname: |
| Any previous names: | Forenames: | Surname: |
| **Telephone Numbers:** | | |
| Home: | Work: | Mobile: |
| Address: | | |
| Post Code: | Email: | NI No. |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name & Address of Employer | Job Title: |
|  | Salary and Associated Benefits |
| Date commenced |
| Date Left |
| Notice Required |
| Please give a brief description of your duties | |

**PREVIOUS EMPLOYMENT** Please start with most recent employment (use separate sheet of paper if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Employed** | | **Employer’s name, address and nature of business** | **Job title and brief outline of duties** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
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**EDUCATION AND QUALIFICATIONS** Please give details of education and qualifications obtained from secondary, further or higher education. Start with most recent qualifications achieved (use separate sheet of paper if necessary).

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| --- | --- | --- |
| **Place of Study** | **Date** | **Qualifications – please state subject and level/grade** |
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**TRAINING/STAFF DEVELOPMENT**

Please give details of Training and Staff Development undertaken

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| --- | --- | --- |
| **Details** | **Date** | **Qualifications (if appropriate)** |
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**MEMBERSHIP OF PROFESSIONAL BODIES/PROFESSIONAL QUALIFICATIONS**

Please list any Membership of Professional Bodies/Professional Qualifications you consider relevant.

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| --- | --- | --- |
| **Name of Body/Qualification** | **Dates** | **Class/Grade of Membership**  **(please state method of study)** |
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**ADDITIONAL INFORMATION.** Please use this section to describe particular skills, knowledge and experience relevant to this post and give examples of how you meet the criteria stated in the job description / person specification (examples can be work or leisure based). Continue on a separate sheet of paper if necessary – up to maximum 2 sides of A4).

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**HEALTH**

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| To be employed by Open Awards you must be able to undertake the duties of the post for which you have applied. Successful candidates will be required to complete a Health Questionnaire once the job offer has been made.  Open Awards is a Disability Confident employer. Should you require any assistance or special requirements to enable you to attend interview please advise below: |

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| --- |
| Do you have a current Driving Licence YES / NO |
| Do you have access to a vehicle YES / NO |

**RIGHT TO WORK IN THE UK**

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| If appointed, are you able to confirm you have a Right to Work in the UK?  YES / NO |

**REFERENCES**

All appointments are subject to receipt of references that are satisfactory to Open Awards. Please provide names and addresses of two individuals whom Open Awards may contact in the event of you being shortlisted for interview. These should be from your two most recent employers where possible.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| Relationship: | Relationship: |
| Can be contacted prior to interview?  YES / NO | Can be contacted prior to interview?  YES / NO |

**DECLARATION**

|  |  |
| --- | --- |
| Please sign below after you have completed all parts of the form  I certify that to the best of my knowledge the information I have given in this form is correct and that I am able to undertake the duties of this post. I understand that deliberately giving false or incomplete information will disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal. | |
| Signed: | Date: |

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| **Please return this form marked Private and Confidential to the person and email address named in the Application Pack.** |