



**Instructions**

Please complete in in BLACK ink.

Put your name and job title at the top of any additional sheets used.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of a successful candidate.

<b>1 Post applied for</b>			
		On what basis are you applying for this post?	
Department	Teaching and Learning		Full Time
Location	ACE CIC Rackheath		Part Time No of Hours

**2 Personal Details**

Title	Surname	Please only give numbers/addresses on which you are willing to be contacted.
First Names		
Have you ever used any other names? Yes/No		Telephone (home)
If yes please state		Mobile Telephone
Address		Email (personal/work - Please specify)
		Postcode
		Date which you could start employment?
Do you hold a valid driving licence for use in the UK?		Yes/No
Type: Provisional / Full / other Please specify:		
Are you related to or know any of ACE's employee's and / or Board Members Yes / No		
If yes please specify:		

**3 Current or most recent employment**

Name and address of employer	Job Title
	Current or last salary and grade
	Weekly Hours
Date started in post	Date of leaving (if relevant)
Notice required in current job	Reason for leaving
Description of duties	

4. Previous Employment

Have you previously worked for ACE CIC?			Yes/No		
Please list all appointments starting with the most recent					
Employers Name + Address	Dates		Job Title	Hours	Reason for Leaving
	From	To			
Please use a separate sheet if more space is needed.					

**5. Breaks in Employment history**

If you have had any breaks in employment since leaving school please give dates and details of your activities during these times e.g. unemployment, raising a family, study etc

Dates from/to	Reason for break

**6. Education**

Schools, Colleges attended since the age of 14

School	Dates		Qualifications achieved with grades and dates				
	From	To					
University	Subject		Degree	Pass/Hon s.	Class & Div	From/To	Date of award

**7. CPD**

Please give details of any Professional Development undertaken in the last 3 years

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**8. Memberships**

Name	Level / Type of membership	Reg No.	Renewal

**9. Other relevant training, e.g. Short courses, special projects**

Date	Organising Body	Brief description of the course content

**10 Supporting Information**

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is only information contained in this application which will decide whether you are short listed for interview.

*Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.*

Please continue on a separate sheet if necessary.

## 11 References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the 'no' boxes below. This will not affect our decision to invite you for interview. Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.

Ref 1		
Title	Name	Telephone
Organisation		Fax no
Occupation		E-mail address
Address (in full)		Can we contact before interview? YES/NO
		How do they know you?
Postcode		

Ref 2		
Title	Name	Telephone
Organisation		Fax no
Occupation		E-mail address
Address (in full)		Can we contact before interview? YES/NO
		How do they know you?
Postcode		

## 12 Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure and Barring Service. The presence of a criminal record will not necessarily prevent employment with Action Community Enterprises CIC. Please make the following declaration and tick the appropriate box.

**I have read the statement about Action Community Enterprises CIC's policy on convictions as detailed in the terms and conditions of the post and:**

- I have nothing to declare
- I have information to declare and I have attached a sealed envelope containing details

### **13 Arrangements for people with disabilities**

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

*We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.*

Do you have a disability? YES/NO

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job? YES/NO  
If yes, please give details here:

### **14 Asylum & Immigration Act 1996**

Do you need a work permit to work in the UK? YES / NO

### **15 Declaration**

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise ACE CIC to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by ACE CIC, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of ACE CIC and used by ACE CIC for any purpose relating to my application and prospective recruitment and employment within ACE CIC.

Signed:

Date:

If you would like this document in large print, audio, Braille, alternative format or in a different language please ask.