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| new Springfield-logo 2016 | FOR OFFICE USE | |
| Job ref no: |  |
| Date sent out: |  |
| Date returned: |  |
| Application no: |  |
| Closing Date: |  |
| The Springfield Centre, Springfield Road, Moseley, Birmingham, B13 9NY Telephone: 0121 777 2722, Fax: 0121 325 5358  Email: info@springfieldproject,org.uk, Website: www.springfieldproject.org.uk  Registered in England & Wales Company no. 06582318, Charity no. 1134977  **Job Application Form**  **Please complete all sections on the form.**  **If any section does not apply to you, enter not applicable (n/a).** |  | |

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| 1. **Vacancy Details** | |
| **Job title:** |  |

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| 1. **Personal Details** | | | | |
| **Title (Mr/Mrs/Miss):** |  |  |  | |
| **First name(s):** |  | **Surname:** |  | |
| **Address & Postcode:** |  | | | |
| **Telephone number:** |  | **Email:** |  | |
| **Mobile:** |  | **Current driving licence:** |  | |
| **Please indicate if you are happy to receive correspondence via your email address,**  **e.g. invite to interview** | | | | Yes/No |

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| 1. **References (Please give two referees, for example your current or most recent line manager)** | | | |
| **First name(s):** |  | **Surname:** |  |
| **Address & Postcode:** |  | | |
| **Telephone number:** |  | **Email:** |  |
| **Job title:** |  | **Relationship to you:** |  |
| **If this referee knows you by another name please give that name:** | |  | |
| **Please put a cross in the box if you do not wish us to take up a reference without your consent** | | | | |  |
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| **First name(s):** |  | **Surname:** |  |
| **Address & Postcode:** |  | | |
| **Telephone number:** |  | **Email:** |  |
| **Job title:** |  | **Relationship to you:** |  |
| **If this referee knows you by another name please give that name:** | |  | |
| **Please put a cross in the box if you do not wish us to take up a reference without your consent** | | | | |  |

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| 1. **Education/Qualifications (Please start with most recent)** | | | | | | |
| **From** | | **To** | | **School/College/University** | **Subject/Exam** | **Result & grade** |
| **Month** | **Year** | **Month** | **Year** |
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| 1. **Training (Please list any courses which you have undertaken which are relevant to the job)** | | | |
| **Year** | **Training Provider** | **Course Title** | **Duration of Course** |
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| 1. **Membership (Please indicate membership of any organisation(s) relevant to this job** | | |
| **Name of organisation** | **Type of membership** | **Date of membership** |
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| 1. **Employment & Experience (Please start with most recent employment and include any voluntary or other relevant experience)** | | | | | | | |
| **From** | | **To** | | **Employer** | **Job Title** | **Salary** | **Reason for Leaving** |
| **Month** | **Year** | **Month** | **Year** |
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***Please note: any gaps in employment will be noted and questioned.***

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| 1. **Other information in Support of your Application**   (In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirement of this job, as set out in the Person Specification contained within the Job Description. Please continue on a separate sheet is necessary. You should ensure that any additional sheets are attached securely. | |
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| 1. **Data Protection Act 1998 – Consent and Certification of Details** |
| The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018 & GDPR. The information is being collected for the purpose of administering the employment and training of employees. We will process the personal data contained in the form as you have consented to take part in a recruitment process, therefore the legal basis for processing the information is your signed consent.  The information may be disclosed, as appropriate, to Occupational Health, Law Enforcement Authorities, pension providers and relevant statutory bodies.  I *(enter name here)*  consent to my employer recording and processing the information detailed in this application form.  I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.  *Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.* |

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| 1. **Confirmation of details** | |
| I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police. | |
| Signature: |  |
| Date: |  |
| Print Name: |  |

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| 1. **Disclosure** |
| Rehabilitation of Offenders Act 1974 (exceptions) Order 1975  IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18  From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.  The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certficate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.  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 cautions and convictions can be found at the Disclosure and Barring Service Website – [www.gov.uk](https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates)  If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.  I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children.  Signature:  Print Name:  If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.  Having a criminal conviction will not necessarily bar you from employment. |

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| **Return Address:** | Human Resources (Recruitment)  The Springfield Project  The Springfield Centre  Springfield Road  Moseley  Birmingham  B13 9NY  or email to:  [recruit@springfieldproject.org.uk](mailto:recruit@springfieldproject.org.uk) |