Logo, company name

Description automatically generated

Application for Employment

*Please note - It is a criminal offense to apply for this role if you are barred from engaging in regulated activity relevant to children.*

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| **VACANCY DETAILS** |

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| **JOB ROLE** |  |
| **SALARY ADVERTISED** |  |
| **DATE OF APPLICATION** |  |

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| **PERSONAL DETAILS** |

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| **SURNAME** |  | **MOBILE** |  |
| **FIRST NAME** |  | **EMAIL** |  |
| **ADDRESS** |  | **PREFERRED CONTACT METHOD** |  |
| **POSTCODE** |  | **NI NUMBER** |  |

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| **FORMER NAME(S)** |  | **REASON FOR NAME(S) CHANGE** |  |

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| **GUIDANCE NOTES & DATA PROTECTION ACT** |

1. As part of our safer recruitment policy we do not accept CVs
2. We decide on whether you are suitable for a first stage interview based on the information given by you on this application form.
3. When you sign and return this form, you are giving us permission to process and hold on computer, the information, or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.
4. This information will also be held on your HR file, if you are appointed.
5. The data may be used by The Seeds School for monitoring purposes, statistics or maintaining employment records.

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| **PRESENT EMPLOYMENT** (If you are currently unemployed leave this section blank.) |

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| **JOB TITLE** |  | **SALARY** |  |
| **EMPLOYER** |  | **START DATE** |  |
| **ADDRESS** |  | **NOTICE PERIOD** |  |

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| **DUTIES & RESPONSIBILITIES** |
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| **PREVIOUS EMPLOYMENT** |

* Please list all your previous jobs.
* References may be sought from your previous employers.

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| **JOB TITLE** |  | **START DATE** |  |
| **EMPLOYER** |  | **END DATE** |  |
| **ADDRESS** |  | **REASON FOR LEAVING** |  |

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| **BRIEF OUTLINE OF DUTIES** |  |

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| **JOB TITLE** |  | **START DATE** |  |
| **EMPLOYER** |  | **END DATE** |  |
| **ADDRESS** |  | **REASON FOR LEAVING** |  |

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| **BRIEF OUTLINE OF DUTIES** |  |

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| **EMPLOYER** |  | **END DATE** |  |
| **ADDRESS** |  | **REASON FOR LEAVING** |  |

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| **BRIEF OUTLINE OF DUTIES** |  |

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| **JOB TITLE** |  | **START DATE** |  |
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| **ADDRESS** |  | **REASON FOR LEAVING** |  |

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| **BRIEF OUTLINE OF DUTIES** |  |

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| **ADDRESS** |  | **REASON FOR LEAVING** |  |

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| **BRIEF OUTLINE OF DUTIES** |  |

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| **JOB TITLE** |  | **START DATE** |  |
| **EMPLOYER** |  | **END DATE** |  |
| **ADDRESS** |  | **REASON FOR LEAVING** |  |

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| **BRIEF OUTLINE OF DUTIES** |  |

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| **BREAKS IN EMPLOYMENT HISTORY** |

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| Please detail any gaps in employment since leaving school here. |

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| **QUALIFICATIONS & TRAINING** |

Please detail formal qualifications

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| **INSTITUTION / AWARDING BODY** |  |

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Please detail any recent and relevant CPD

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| **PROFESSIONAL BODIES** |

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| *Please detail any memberships held of professional bodies.* |

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| **SUPPORTING INFORMATION** |

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| *Please give any information which you think will support your application such as personal qualities and relevant experience.*  *Please refer to the job description and person specification for the post you are applying for.* |

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| **DISCIPLINARY MATTERS** |

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| Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? *Include any investigations or actions taken by any professional bodies. Both Spent and Unspent matters need to be disclosed.* |

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| **REFERENCES** |

* Please give the details of two referees whom we may ask about your suitability for the position.
* One must be your most recent employer.
* Referees cannot be relatives.
* We will not confirm an offer of employment until we received a satisfactory reference from your present employer.

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| **REFEREE NAME** |  | **TELEPHONE NUMBER** |  |
| **OCCUPATION** |  | **EMAIL** |  |
| **ADDRESS** |  | **RELATIONSHIP TO CANDIDATE** |  |
| **POSTCODE** |  | **MAY WE CONTACT THIS REFEREE?** |  |

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| **REFEREE NAME** |  | **TELEPHONE NUMBER** |  |
| **OCCUPATION** |  | **EMAIL** |  |
| **ADDRESS** |  | **RELATIONSHIP TO CANDIDATE** |  |
| **POSTCODE** |  | **MAY WE CONTACT THIS REFEREE?** |  |

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| **IMPORTANT POLICIES** |

The Seeds School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

It is important that you take time to access our policies which can been found in the following location.

<https://www.the-eds.org/school-policies>

These include but are not limited too;

* Safeguarding
* Child Protection
* Health & Safety
* Equality, Diversity & Accessibility.

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| **APPLICATION SUBMISSION.** |

* Please email your completed application form to our HR Department [vharrisbrown@the-eds.org](mailto:vharrisbrown@the-eds.org)
* Please be sure to include the vacancy you are applying for in the subject title.

Due to high levels of applicants, it is not always possible to respond to all. If you have not heard from us

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| **PLEASE NOTE** |

* The Seeds School has a responsibility to the welfare and safety of its students. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, volunteers, and external contractors.
* **To assist with the implementation of this, all applicants who are shortlisted will be asked to complete a self-declaration of their criminal record.**
* **It is a criminal offense to apply for this role if you are barred from engaging in regulated activity relevant to children.**