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**Application Form**

Please circle

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| --- | --- | --- | --- |
| **Application for the post of:** |  | **Leisure Centre** | **Theatre** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** |  | **Surname** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone Number** |  | **Email address** |  |

|  |  |
| --- | --- |
| **Where did you see / hear this role advertised?** |  |

1. **PRESENT POST (or most recent post if currently unemployed)**

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Post Held**  |  |
| **Outline of duties & responsibilities** |  |
| **Status** **of contract**(perm / temp) |  |
| **Date appointed to current post** |  | **Date appointed to employer** (if different) |  |
| **Current scale / point** |  | **Current Salary** |  |
| **Notice required by current employer** |  | **Date available to take up appointment** |  |

**PREVIOUS EMPLOYMENT:**

Have you worked for this company previously? Y / N (please delete). If yes, please specify locations and dates:

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**2. FULL CHRONOLOGICAL EMPLOYMENT HISTORY**

**Please provide a full history in chronological order since leaving secondary education.**

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| --- | --- | --- | --- | --- |
| **Name, address of employer** | **Position held and salary level on leaving** | **F/T****or P/T** | **Dates** | **Reason** **for****leaving**  |
| **From** | **To** |
| **Mth** | **Yr** | **Mth** | **Yr** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |

 **Please enclose a continuation sheet if necessary**

**3. EDUCATION & QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Name & address of Secondary School** | **Date From**  | **Date To** | **Qualifications Gained with Date and Level attained** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of University , College OR Dept of Education attended**  | **Date From**  | **Date To** | **Full or Part-time** | **Qualifications or Subjects Passed with details of standard obtained** |
|  |  |  |  |  |

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| **Additional Qualifications e.g. D of E Leaders, Coaching etc.**  |

1. **RELEVANT TRAINING**

**Please list relevant courses attended in the past 3 years.**

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| --- | --- | --- | --- |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
|  |  |  |  |

1. **OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

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1. **REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent line manager or employer. If you are not currently working with children please provide a referee from your most recent employment involving children.

**First referee Second referee**

|  |  |  |
| --- | --- | --- |
| **Title and Name** |  |  |
| **Address and post code** |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |
| **Job Title** |  |  |
| **Relationship to applicant** |  |  |
| **May we contact prior to interview?** |  |  |
| **If No – please state clearly why this is not possible.** |  |  |

1. **HEALTH**

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| Any offer of employment made by Tove Trading will be conditional upon verification of the successful applicant’s medical fitness for the role. Therefore if your application is successful, you will be required to complete a medical questionnaire, the response of which could be reviewed by our Occupational Health (OH) advisors before any offer of employment is confirmed. This may require a further face to face appointment or allow OH access to your medical records.  |

1. **CRIMINAL RECORDS**

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Tove Trading meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants are offered employment subject to criminal records check before an appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Having a criminal record will not exclude you from employment.

Are you currently bound over, or do you have any “unspent” convictions or “cautions” (including reprimands or warnings) that have been issued by a Court or Court-Martial in the UK or in any other country?

Please tick the relevant box **Yes ◻ No ◻**

 **If yes, please provide details:**

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|  |

 **Dates and types of offences:**

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|  |

Please disclose any other incidents, factors or any other information that may be relevant to determining your suitability to work at Stantonbury Leisure Centre / Stantonbury Theatre (including working with children and vulnerable adults):

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**9. DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to Trustees, school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, Local Government Pension Scheme, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that the information you have provided on this form may be used to prevent and/or detect fraud.

**10. DECLARATION**

 I certify that, to the best of my knowledge and belief, all particulars included in Parts A of my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 15 above, and in particular that checks may be carried out to verify the contents of my application form

 **Signature of Candidate: Date:**

***Please send your completed application together with any supporting documentation to:***

***hr@tovetrading.co.uk***

Please also complete the Google Form

Tove Trading Staff Details Data Collection Form

&

Tove Trading Equality & Diversity Monitoring Form

Contact hr@tovetrading.co.uk

if you have not already been sent these.