



STAFF APPLICATION FORM

POSITION APPLYING FOR:

PERSONAL DETAILS

Title: _____ First Name: _____ Surname: _____

Date of Birth: ____/____/____ Nat Ins. No.: _____

Addresses at which you can be contacted:

Your permanent home address: _____ Previous address (if less than 6 months): _____

Postcode: _____ Postcode: _____

Telephone: _____

Mobile Phone Number: _____ Email address: _____

Own transport? YES NO

Would you accept a position at short notice? YES NO

Have you ever worked at Aldenhams previously? YES NO

How long are you able to work at Aldenhams? From: _____ To: _____

EMPLOYMENT HISTORY

Please complete including any temporary work and work within similar fields.

From	To	Employer's Name	Position	Reasons for Leaving

EDUCATION AND TRAINING: Please give details of your education from age 16.

From	To	Establishment	Qualifications

QUALIFICATIONS & EXPERIENCE: Please list below any qualifications and relevant experience you have.

REFERENCES: Give the names of two persons who can be contacted for references (and email addresses). Both of these people must know you in a professional manner and not related to you. One referee must be your current employer or school/college tutor if this is your first job. The second referee should be a previous employer or someone who knows you professionally and can comment on your suitability for the post.

Please indicate if you do not wish us to approach referees prior to interview by putting an 'x' in the box below.

<u>Referee 1</u> <input type="checkbox"/>	<u>Referee 2</u> <input type="checkbox"/>
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Postcode: _____ Telephone: _____	Postcode: _____ Telephone: _____
Relationship to you: _____	Relationship to you: _____

DISCLOSURE OF CRIMINAL BACKGROUND

Because of the nature of the work for which you are applying, enquiries will be made of the Criminal Records Bureau to ascertain whether or not your records reveal any criminal convictions. The post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

If you are offered a position, you will be required to declare all convictions, cautions, bindovers, etc., which should be attached in a sealed envelope marked 'confidential' and returned with this form. All information relating to the disclosure of convictions are handled in accordance with the CRB's Code of Practice, a copy of which is available on request from the School.

Having a criminal record will not necessarily bar you from obtaining a position at Aldenham.

ASYLUM AND IMMIGRATION ACT

Under the terms of the Act, it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of eligibility to work in the UK.

DECLARATION

This application will be processed within the terms specified by the Data Protection Act 1998. I hereby explicitly consent to the School collecting, holding and otherwise processing personal data (including 'sensitive' personal data) relating to me for the purposes necessary within the employment process. If you are the successful candidate, relevant information will be taken from the form and used as part of your personal record, held by the Personnel Department and your immediate line manager.

I hereby certify that the information given above is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with the School.

Signed: _____ Date: ___/___/_____

Equal Opportunities

Aldenham Sports Centre is committed to providing equality in employment. To help carry this out please complete the following. Any information you provide will only be used as stated above and will be treated as confidential. The information you give will be strictly confidential to the Personnel Department and will not be seen by the short listing or selection panel.

You do not have to provide this information.

How would you best describe your ethnic origin?

Ethnicity

Please indicate which of the following categories describes your ethnic background:

Asian or Asian British - Bangladeshi	<input checked="" type="checkbox"/>	Mixed – White and Asian	<input checked="" type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
Asian or Asian British – any other Asian background	<input type="checkbox"/>	Mixed – any other Mixed background	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
Black or Black British – any other Black background	<input type="checkbox"/>	White – any other White background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other (please state)	<input type="checkbox"/>

Disability

The School will consider all applicants who meet the criteria detailed on the Job Description, irrelevant of any declared disability.

I do not consider myself to have a disability I do consider myself to have a disability
