

Application Form

Please return this completed Job Application Form to OfficeAdmin@BedazzleArts.org If your application is accepted (it may be subject to suitable references), you will be contacted by phone or email to arrange an interview.

| Position applied for: |  |
| --- | --- |

### Personal information

| Title | Other names | Surname |
| --- | --- | --- |
|  |  |  |
| Address: |
|  |
| Home telephone number | Mobile telephone number | Email |
|  |  |  |
| National insurance number | Driving licence | Any current endorsements |
|  |  |  |

###

### Suitability for employment

| Please outline why you are applying for this post and describe how your skills, abilities, achievements and experience make you suitable (please increase the space as needed). |
| --- |
|  |

### Current employment

(or most recent employer if not currently employed)

| Name and address of employer | Job title | From/to month/year | Current salary | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Main duties, responsibilities and achievements |
|  |

### Previous employment

Please give details of all previous positions held (most recent first) since completing your full time education. Please add rows as necessary.

| Name and address of employer | Job title, key responsibilities and achievements | From/to month/year | Reason for leaving |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Additional information

| Please use this space if you wish to provide any other relevant information in support of your application for employment.  |
| --- |
|  |

### Education and training

Please list all GCSEs, A-Levels, NVQs, degrees and professional qualifications (most recent first).

| Name of school/college/university attended | Qualifications gained |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

### Work related training

### Please list details of all relevant training courses attended.

| Date | Name of course | Qualification gained |
| --- | --- | --- |
|  |  |  |
|  |  |  |

### IT Skills

| Please tell us about your IT skills |
| --- |
|  |

###

### General information

| Have you been dismissed from any previous employment? |
| --- |
| Yes/No | If yes, please give further details: |

###

| Amount of notice required to give your current employer |  |
| --- | --- |
| Please give details of any existing holiday commitments |  |
| Are you related to anyone associated with Bedazzle? | Yes/NoIf yes, please give details. |

### References

Please give the names, email and phone contact details of two referees we can contact to provide information in support of your application. One of these should be your current employer. If you are not currently employed, please supply the name of your most recent employer, school or college. One of these references should be able to comment on your suitability to work with people with SEN/D.

| Reference 1 | Reference 2 |
| --- | --- |
| Name |  | Name |  |
| Position held in relation to applicant |  | Position held in relation to applicant |  |
| Organisation |  | Organisation |  |
| Email |  | Email |  |
| Phone |  | Phone |  |
| May we contact this reference prior to the interview? | May we contact this reference prior to the interview? |
| Yes/No | Yes/No |

###

### Rehabilitation of Offenders Act 1974

### Due to the nature of our work, you are obliged to declare all convictions for the following offences: violence, sexual and drug offences. The post for which you are applying is exempt from the Rehabilitation of Offender Act 1974, therefore all convictions, cautions and reprimands including those regarded as ‘spent’ or ‘pending’ must be declared.

| Do you have any convictions to declare? | Do you have any complaints or investigations pending? |
| --- | --- |
| Yes / No  | Yes / No  |
| If yes to either or both questions, you should provide a completed disclosure giving details with dates, in a separate sealed envelope marked ‘confidential disclosure’ and include it with this application. It will only be opened by a Bedazzle designated senior director conducting the safer recruitment process.  |

### Eligibility for employment in the UK

Employers are required by law to check that every person they employ is legally entitled to work in the UK.

If you are a British or Irish citizen, you will need to provide your original, valid passport. If you cannot provide this, then you need to provide both of the following documents:

* A birth or adoption certificate, if it’s from a court or register office in the UK, Channel Islands, Isle of Man or Ireland **and** a document showing your name and national insurance number which must be from the government or your previous employer. For example, a letter from the Department of Work and Pensions (DWP) or a tax document such as a P45.

If you are not either a British or Irish citizen, you need to provide the following documents:

* An EU passport (except Ireland), **and** a shared code so we can do a check on either your settled or pre-settled status (<https://www.gov.uk/view-prove-immigration-status>) or
* A passport from outside the EU (including the EEA) and officially endorsed documentation showing you have leave to remain, reside, and work in the UK.

### Accessibility requirements at interview

| Please let us know any facilities or adjustments which you may require in order to give your best at the interview.  |
| --- |
|  |

###

### Declaration

I declare that the information given in this application, including any supporting documentation, is correct and complete. I understand that any false declaration, misleading statement, or failure to disclose any information may result in my dismissal if my application for employment is successful or cancel any agreement or offer of employment received. I understand that any job is subject to satisfactory references, providing proof of my right to work in the UK and a satisfactory enhanced DBS check. I understand that confirmation in post is subject to the competition of a satisfactory probation.

| Signed |  | Date |  |
| --- | --- | --- | --- |