

**EMPLOYMENT APPLICATION FORM**

(All information given in this form is *private and confidential*)

|  |  |
| --- | --- |
| POST APPLIED FOR |  |
| DATE OF APPLICATION |  |

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SURNAME | |  | | | | | TITLE (Mr/Mrs/Miss/Ms/Dr) |  |
| FORENAMES | |  | | | | | | |
| PREVIOUS NAMES | | | | | | | | |
| EMAIL ADDRESS | | |  | | | | | |
| ADDRESS | | | | | | TELEPHONE NUMBERS | | |
|  | | | | | | Home | | |
| Work | | |
| POST CODE |  | | | | | Mobile |  | |
| Time at this address | | | | Years | Months | NI Number |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| NATIONALITY |  | DO YOU REQUIRE A WORK PERMIT? |  |
| Please ensure you bring appropriate documentation (e.g*., passport or Identification card or birth certificate*.) to the interview to support this statement if you are asked to attend. This is a non-discriminatory requirement to ensure that, if you are successful in your application to Brooke House College, you have the right to work in the UK. | | | |

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| --- | --- | --- | --- | --- |
| DO YOU HOLD A CURRENT DRIVER’S LICENCE? | YES |  | NO |  |
| DO YOU OWN A CAR? | YES |  | NO |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HAVE YOU CHANGED YOUR NAME BY DEED POLL? |  | YES/NO |  |  |

**EDUCATION AND QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **EDUCATION - SCHOOL**  **Please give details of your secondary education, starting with the most recent** | | |
| School | Dates from / to | Subjects/Qualifications/Results |
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| **HIGHER EDUCATION**  **Please give details of your university / college education, starting with the most recent** | | |
| University / College | Dates from / to | Degree / Other Qualifications |
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| **OTHER SPECIALIST QUALIFICATIONS**  **Please list any other training, short courses or professional qualifications you have undertaken** | | |
| **Qualification** | **Awarding Body** | **Date** |
|  |  |  |
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**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT OR MOST RECENT EMPLOYMENT** | | | |
| Name and address of employer: | | | |
|  | | | |
| Position held: |  | | |
| Date started |  | Date left |  |
| If this employment is in teaching, please give details of age(s) of pupils and subject(s) taught | | | |
|  | | | |
| *please continue on separate sheet if necessary* | | | |

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| PREVIOUS EMPLOYMENT **Please give details of your previous employment, starting with the most recent** | | | |
| From | To | Employer | Outline of duties and responsibilities  (If a teaching post, please indicate type of school and age of pupils) |
|  |  |  |  |
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|  |  |  |  |
| *please continue on separate sheet if necessary* | | | |

\*\* Please note that a full employment history is required and that any previous employers may be contacted before any offer of employment is made \*\*

**OTHER INFORMATION**

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| --- |
| **Supporting Statement - Please give details of any experience/skills that you consider relevant to this application** |
|  |
| *please continue on separate sheet if necessary* |

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| **Please give details of membership of any professional association(s)** |
|  |

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Are you barred from engaging in regulated activity relevant to children? YES / NO

**REFEREES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please provide the names and addresses of two referees who are prepared to provide a reference. One of these should be your present or latest employer. Any offer of employment will be subject to the receipt of references considered suitable and appropriate by Brooke House College in addition to the CRB Enhanced Disclosure check, detailed on the previous page.** | | | | | | | |
| **REFEREE 1** | | | | | | | |
| TITLE (Mr/Mrs/Miss/Ms/Dr) | |  | | NAME | | |  |
| BUSINESS/ COMPANY/SCHOOL | | | | | | | |
| EMAIL ADDRESS | | |  | | | | |
| ADDRESS | | | | | TELEPHONE NUMBERS | | |
|  | | | | | Home | | |
| Work | | |
| POST CODE |  | | | | Mobile |  | |
| **REFEREE 2** | | | | | | | |
| TITLE (Mr/Mrs/Miss/Ms/Dr) | |  | | NAME | | |  |
| BUSINESS/ COMPANY/SCHOOL | | | | | | | |
| EMAIL ADDRESS | | |  | | | | |
| ADDRESS | | | | | TELEPHONE NUMBERS | | |
|  | | | | | Home | | |
| Work | | |
| POST CODE |  | | | | Mobile |  | |

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| **Ethnicity:** (please tick only one) | | | |
| Asian or Asian British – Bangladeshi |  | Chinese |  |
| Asian or Asian British – Indian |  | Mixed – White and Asian |  |
| Asian or Asian British – Pakistani |  | Mixed – White and Black Caribbean |  |
| Asian or Asian British – any other background |  | Mixed – any other background |  |
| Black or Black British – African |  | White – British |  |
| Black or Black British – Caribbean |  | White – Irish |  |
| Black or Black British – any other background |  | White – any other background |  |
| Any other (please specify) | | | |

I certify that the information given above is, to the best of my knowledge and belief, correct.

I understand that relevant certificates and other supporting documentation will be required in support of my application. I agree that consent is given to deal with the personal information in accordance with my application, to comply with GDPR and college Policy.

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

Please return this completed form to:

**FOR SUMMER SCHOOL**

Wylie Wright

Brooke House College

Leicester Road

Market Harborough

Leicestershire

LE16 7AU

Tel: 01858 462452

Fax: 01858 462487

Email: w.wright@brookehouse.com

www.brookehousecollege.co.uk

**FOR MAIN COLLEGE**

The Business Support Officer

Brooke House College

Leicester Road

Market Harborough

Leicestershire

LE16 7AU

Tel: 01858 462452

Fax: 01858 462487

Email: recruitment@brookehouse.com

www.brookehousecollege.co.uk

**Electronic applications will be accepted April 2022 Update**