|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1 - Data Protection Notice** | | | | | | | | | | | | | | | | | |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations * We need to process it for our legitimate interests | | | | | | | | | | | | | | | | | |
| **2 - Vacancy Information** | | | | | | | | | | | | | | | | | |
| Job Vacancy Reference Number: | | | | | | |  | | | | | | | | | | |
| Job Vacancy title: | | | | | | |  | | | | | | | | | | |
| Please tell us how you heard about this vacancy: | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | |
| **3 - Personal Details** | | | | | | | | | | | | | | | | | |
| Last Name: | |  | | | | | | | First Name: | | | |  | | | | |
| DOB: | |  | | | | | | | Gender: | | | |  | | | | |
|  | |  | | | | | | |  | | | |  | | | | |
| **4 - Education/Qualifications** | | | | | | | | | | | | | | | | | |
| *Please give names of establishments attended, together with qualifications obtained. You may add to these in a covering letter. Please note that we may check the information that you have provided, and you consent to us contacting the academic institutions you have listed for this purpose. In addition, we may request sight of your original examination certificates.* | | | | | | | | | | | | | | | | | |
| **School / College / Further Education** | | | | | | **Study dates** | | **Course or Qualification** | | | | | | | | **Grades** | |
|  | | | | | |  | |  | | | | | | | |  | |
|  | | | | | |  | |  | | | | | | | |  | |
|  | | | | | |  | |  | | | | | | | |  | |
|  | | | | | |  | |  | | | | | | | |  | |
|  | | | | | |  | |  | | | | | | | |  | |
|  | | | | | |  | |  | | | | | | | |  | |
| **5 - Training Courses** | | | | | | | | | | | | | | | | | |
| Please give the names of the establishments and training courses that you have attended. We may request the sight of the original certificates or other documents proving that you successfully completed these courses. | | | | | | | | | | | | | | | | | |
| **Dates** | | | | **Training Provider** | | | | | | **Course title** | | | | | | **Length of Course** | |
|  | | | |  | | | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | | | | | |  | |
| **6 - Employment** | | | | | | | | | | | | | | | | | |
| **Employer** | **Position, Duties and responsibilities** | | | | | | | | | **Dates from** | **Dates to** | | | **Salary** | | | **Reason for leaving** |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
|  |  | | | | | | | | |  |  | | |  | | |  |
| *There must be a full education and employment history dating from the year you left school.* | | | | | | | | | | | | | | | | | |
| **7 - Declaration** | | | | | | | | | | | | | | | | | |
| Statement to be signed by the applicant   * *Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.* * *I agree that Expanse Learning can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018.* * *I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.* * *I also expressly consent to you contacting the various educational and/or training organisations I have attended for the purpose of verifying the information that I have provided in this form.* | | | | | | | | | | | | | | | | | |
| Print Name: | | |  | | Signature: | | | |  | | | Date: | | |  | | |
|  | | |  | |  | | | |  | | |  | | |  | | |
| *Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, political opinion (Northern Ireland only), age, disability or trade union membership status. However, before any provisional offer of employment is confirmed, you may be asked to complete a criminal records declaration.*  *We comply with the data protection laws in the United Kingdom and take all reasonable care to prevent any unauthorised access to your personal data. We have a responsibility to keep your information confidential and will only use it for the purposes of recruitment and employment. Your personal information will not be passed to any third party without your consent or lawful excuse.*  *Any offer of employment by us may be subject to receipt of references and/or a medical report or health questionnaire and/or a criminal record check which are satisfactory to us.* | | | | | | | | | | | | | | | | | |

**Annex 1 - Guidance sheet**

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

* Please type or write clearly in black ink.
* Ensure you clearly state the job title you are applying for.

**References**

Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim for the day before the deadline.
* Use concise, unambiguous sentences and avoid exaggerations.

Finally, good luck with your application and thank you for your interest in Expanse Learning.