



**Application Form Engage Tutor**

**CONFIDENTIAL**

**1. Personal details**

Surname  First Names

Any previous Surnames

Title

Address

E-mail

Daytime tel. no.  Evening tel. no.

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**2. Education** (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

**3. Job related training** (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

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**4. Employment history**

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

**Current employer**

Employer's name/dept

Address

Postcode

Post held

Date appointed

Salary

Grade (if applicable)

Other allowances

Notice period

**Previous experience (most recent employer first). Please include details of gaps in employment here.**

Employer's name and type of business	Post held	Reason for leaving	Date			
			From		To	
			Month	Year	Month	Year




**5. Reasons for applying for this post**

**6. Additional relevant interests** (Such as membership of any club, leisure activities and hobbies)

**7. References**

Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Name

Position



Address

	Postcode

Daytime tel. no.

Email

Name

Position

Address

	Postcode

Daytime tel. no.

Email

## 8. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”.

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence? **YES / NO**

I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Criminal Records check will be carried out? **YES / NO**

If **Yes**, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

### PLEASE NOTE:

- If your application is successful, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.



- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DfE or DoH.

### 9. Further information and declaration

Do you hold a full UK Driving licence?      YES       NO

Would you have the use of a car for work?      YES       NO

Do you require a work permit?      YES       NO

National insurance number

Where did you see the advertisement?

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

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