Application for employment

To complete this form, save a copy to your own system. If completing on-screen, use the tab key to move through the various sections as directed. You can return your completed application form by email or send a printed copy, as directed in the advertisement.

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| Post applied for       |
| Last name       | First name(s)       |
| Address       | Home telephone number       |
| Business number       |
| Mobile number       |
| Postcode       | Email address       |

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| **Educational, technical and professional qualifications** |
| Attainment level/results  |
|       |

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| **Personal development** (including any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable) |
| Provider  | Type of development |
|       |       |
| Languages (indicate fluency) |
|       |

**Employment history**

Please indicate the names of three references where requested. We reserve the right to contact any or all of the people names. We will not contact any referee without your permission or until an offer of employment has been accepted. If you do not have three employment referees, one may be your head teacher, lecturer or similar. All employment is subject to the receipt of references satisfactory to ASDAN.

Please indicate salary expectation £

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| **Present or last employer**Please provide name, address and telephone number and indicate the type of business      |
| Dates employed       |
| Position(s) held       |
| Brief description of duties and key achievements      |
| Reason for leaving       | Current salary £      |
| Notice required       |
| Referee’s name, position and email address       |

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| **Previous employer**Please provide name, address and telephone number and indicate the type of business      |
| Dates employed       |
| Position(s) held       |
| Brief description of duties and key achievements      |
| Reason for leaving       |
| Referee’s name, position and email address       |
| **Previous employer**Please provide name, address and telephone number and indicate the type of business      |
| Dates employed       |
| Position(s) held       |
| Brief description of duties and key achievements      |
| Reason for leaving       |
| Referee’s name, position and email address       |

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| **Previous employer**Please provide name, address and telephone number and indicate the type of business      |
| Dates employed       |
| Position(s) held       |
| Brief description of duties and key achievements      |
| Reason for leaving       |

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| **Previous employer**Please provide name, address and telephone number and indicate the type of business      |
| Dates employed       |
| Position(s) held       |
| Brief description of duties and key achievements      |
| Reason for leaving       |

Please continue on a separate sheet if necessary.

Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by ASDAN? Yes [ ]  No [ ]

You may not, without prior permission in writing from ASDAN, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever

If an offer of employment is made, you will be required to complete a medical questionnaire. You will be asked to send this direct to our occupational health advisors who may recommend a medical assessment. All employment is subject to the receipt of medical clear satisfactory to ASDAN.

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| Have you any friends or relatives employed by ASDAN? If so, please provide name(s) and relationship      |
| Have you applied to ASDAN before? If so, please provide details of post applied for and approximate date      |
| Do you have the legal right to work in the UK? Yes [ ]  No [ ]  |
| If ‘Yes’ and there are conditions attached, for example start or finish dates, please specify      |
| If ‘No’, which type of work permit do you require?       |
| Have you any unspent criminal convictions ? Yes [ ]  No [ ] (this declaration is subject to the Rehabilitation of Offenders Act 1974) |
| If the answer to the above is ‘Yes’, please give details      |

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| Please state why you have applied for this post. Indicate past achievements, experience and personal qualities relevant to your application. What contribution would you expect to make in the post?      |

Please continue on a separate sheet if you wish.

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| Other (outside) activities or interests, membership of organisations, or commitments to public duties      |

**Regional vacancies only**

Please complete the following driving licence information

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| Do you have a current clean UK driving licence? Yes [ ]  No [ ]  |
| Please give details of any driving offences currently under endorsement and the date they expire      |

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| I confirm that the above information is correct to the best of my knowledge and that any misrepresentation by me be sufficient grounds for dismissal if I am employed. I consent to ASDAN processing by means of a computer database or otherwise, any information I provide them for the purpose of employment by ASDAN.I understand that ASDAN has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by ASDAN.I understand that ASDAN needs to collect and use certain types of information about employees, in order to operate its business and fulfil legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.I consent to ASDAN holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the ACT, and any other procedures laid down by ASDAN for this purpose from time to time.If this form is ‘signed’ electronically, please simply type your full name. |
| Signed       | Date       |

We normally keep completed application forms for 12 months. Please tick this box if you do not want us to keep your application form [ ]

ASDAN is compliant with GDPR regulation and is committed to maintaining the highest standards with handling personal information.For more details, please see our Privacy Notice. We will store your application form for the duration of the recruitment process and for 12 months after the recruitment process has ended.

The details you provide will be used to register your interest in the role. We will use your telephone number and email address in order to contact you with important information and updates on the progress of your application.

Monitoring sheet

ASDAN wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation’s Human Resources section.

Please return the completed form along with your application.

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| **Gender** | Male [ ]  | Female [ ]  | Prefer not to say [ ]  |
| **Are you married or in a civil partnership?** | Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
| **Age** | 16–24 [ ]  | 25–29 [ ]  | 30–34 [ ]  | 35–39 [ ]  | 40–44 [ ]  | 45–49 [ ]  |
|  | 50–54 [ ]  | 55–59 [ ]  | 60–64 [ ]  | 65+ [ ]  | Prefer not to say [ ]  |
| **What is your ethnicity?** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box |
| **White** |
| English [ ]  | Welsh [ ]  | Scottish [ ]  | Northern Irish [ ]  | Irish [ ]  |
| British [ ]  | Gyspy or Irish Traveller [ ]  | Prefer not to say [ ]  |
| Any other white background (please write in)       |
| **Mixed/multiple ethnic groups** |
| White and Black Caribbean [ ]  | White and Black African [ ]  | White and Asian [ ]  |
| Prefer not to say [ ]  | Any other mixed background (please write in)       |
| **Asian/Asian British** |
| Indian [ ]  | Pakistani [ ]  | Bangladeshi [ ]  | Chinese [ ]  | Prefer not to say [ ]  |
| Any other Asian background (please write in)       |
| **Black/African/Caribbean/Black British** |
| African [ ]  | Caribbean [ ]  | Prefer not to say [ ]  |
| Any other Black/African/Caribbean background (please write in)       |
| **Other ethnic group** |
| Arab [ ]  | Prefer not to say [ ]  | Any other ethnic group (please write in)       |