Full Name:

**Tutor Application Form**

The post you are applying for is EXEMPT from the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). This means that you are required to give details of any ‘spent’ and ‘unspent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

The Chandran Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

**How to fill in this form:**

1. Please read all the information and guidance notes before you complete this form
2. We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know.
3. On completion of this application form please ensure you digitally sign and date the declarations on pages 7 and 9.

Please Note: If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.

**Personal Information**

Title:

☐ Ms.

☐ Mrs.

☐ Mr.

☐ Mx.

☐ Other. Please specify: \_\_\_\_\_\_\_\_

| Surname: |  | Forenames: |  |
| --- | --- | --- | --- |
| National Insurance Number: |  | Address: |  |
| Telephone No: |  | Postcode: |  |
| Email Address: |  | Best time to reach you: |  |
| Do you require a work permit? | ☐ Yes ☐ No | Have you previously worked for the Chandran Foundation? | ☐ Yes☐ No |

**Employment History**

Please list in order (the most recent first), the organisation(s) you have worked for full and part-time, including any relevant voluntary or unpaid work.  Please include ALL periods of unemployment.

| **Employer Name and Address** | **Dates of Employment - Month and Year** | **Job Title and Salary** | **Full/Part-time -****If part-time please indicate the number of hours)** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education and Qualifications**

Please give details of the educational establishments you have attended and any qualifications obtained

| **School/ College/University** | **Dates** | **Qualification** | **Grades** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

**DBS**

Please tell us if you have an **Enhanced DBS** Certificate. If not, please skip this section.

| **Certificate Number** | **Date Obtained**  |
| --- | --- |
|  |  |
|       |       |
|       |       |
|       |       |

**Training and Development**

Please tell us about any relevant training, development courses or activities you have taken part in and any qualifications obtained. For example, ‘First Aid Certificate’, Safeguarding Training.

| **Activity** | **Dates** | **Qualifications** |
| --- | --- | --- |
|  |  |  |
|       |       |       |
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|       |       |       |

**Personal Statement**

Please demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification.



**Rehabilitation of Offenders Act (1974)**

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974) (Exceptions) order 1975 (as amended in 2013). You do not need to declare any criminal record information that is now filtered under this Act. As a result certain cautions and convictions are now considered ‘protected’ and therefore filtered from Standard or Enhanced DBS checks.

Further information is available at www.gov.uk/government/collections/dbs-filtering-guidance.

The Chandran Foundation requires you to give details of all current (unspent) and ‘spent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

**You are required to complete the following declarations:**

Please tick the boxes which apply to you and sign at the foot of the page. I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

☐ **I do not have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s).

☐ **I have a** criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s), details of which I am sending under separate cover.

☐ **I do not** appear on the Independent Safeguarding Authority’s (ISA) Children’s Barred List.

☐ **I do** appear on the Independent Safeguarding Authority’s (ISA) Children’s Barred List. I am sending details under a separate cover (see \*note below).

☐ **I am not** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the Department of Education (Prohibition Order).

☐ **I am** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the Department of Education (Prohibition Order). I am sending details under a separate cover (see \*note below).

☐ Please tick if you or anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009. If so, please send details under separate cover (see \*note below).

***\*Note:*** *If you do have a criminal record, cautions, bind-over orders, reprimands or pending prosecutions or appear on the Independent Safeguarding Authority’s (ISA) Children’s Barred List (list of names barred from working with children; formerly List 99) or are disqualified from working with children, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.*

**Any information given will be kept confidential and will only be considered in relation to the job you are applying for.**

**Signed:**

**Date:**

**References**

Please provide the following information for referees covering the last 3 years. One of which should be your current or most recent employer. If you have not been employed before, please give details of teachers/ lecturers who can comment on your ability to do the job. Friends or relatives must not be used.

**Referee One:**

| Name: Current/ most recent employer |  |
| --- | --- |
| Job Title: |  |
| Company Name: |  |
| Address: |  |
| Tel No. |  |
| Email Address: |  |
| Capacity Known: |  |

**Referee Two:**

| Name:  |  |
| --- | --- |
| Job Title: |  |
| Company Name: |  |
| Address: |  |
| Tel No. |  |
| Email Address: |  |
| Capacity Known: |  |

**Declaration**

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Signature: Date:

Thank you for your time and interest in working with the Chandran Foundation