

Candidates Name:

Position(s) applied for:

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## Qualifications – Vocational

### Sports Coaching

Qualification Name	Level	Date Achieved

### Playwork / Childcare

Qualification Name	Level	Date Achieved

### Performing Arts

Qualification Name	Level	Date Achieved

### Qualifications - Other

Qualification Name	Level	Date Achieved

Have you attended a Safeguarding workshop?

YES  NO

If yes, please state certification company \_\_\_\_\_

Do you have a current Criminal Records Bureau (CRB) certificate?

YES  NO

Do you have any food hygiene qualifications?

YES  NO

Do you have any First Aid Certificates?

YES  NO

## Where are you working now?

### Current/Most Recent Employment Details

Full name and address of employer. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact number. \_\_\_\_\_

Job Title. \_\_\_\_\_

Annual Salary/Hourly Rate. \_\_\_\_\_

Brief Description of your job & responsibilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## What about before then?

### Previous Employment Details including Work Placements

Full name and address of employer. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact number. \_\_\_\_\_

Job Title. \_\_\_\_\_

Date. from \_\_\_\_\_ to \_\_\_\_\_

Annual Salary/Hourly Rate. \_\_\_\_\_

Reason for leaving. \_\_\_\_\_

Brief Description of your roles & responsibilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full name and address of employer. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact number. \_\_\_\_\_

Job Title. \_\_\_\_\_

Date. from \_\_\_\_\_ to \_\_\_\_\_

Annual Salary/Hourly Rate. \_\_\_\_\_

Reason for leaving. \_\_\_\_\_

Brief Description of your roles & responsibilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your employment been involuntarily terminated by any of your prior employers? YES  NO

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

## SCL Employment

Have you ever previously worked for SCL? YES  NO

Dates of Employment. From \_\_\_\_\_ To \_\_\_\_\_

## Personal References...

You must provide two personal referees. This should not be relatives but could be a school or college tutor or a previous employer.

Name. \_\_\_\_\_

Name. \_\_\_\_\_

Address. \_\_\_\_\_  
\_\_\_\_\_

Address. \_\_\_\_\_  
\_\_\_\_\_

Post Code. \_\_\_\_\_

Post Code. \_\_\_\_\_

Tel No. \_\_\_\_\_

Tel No. \_\_\_\_\_

Profession. \_\_\_\_\_

Profession. \_\_\_\_\_

How long have you known this person. \_\_\_\_\_

How long have you known this person. \_\_\_\_\_

In what capacity have you known this person?  
\_\_\_\_\_

In what capacity have you known this person?  
\_\_\_\_\_

May we contact your present employer or tutor. YES  NO

## Job position...

### Details

Please indicate the type of employment you would like. Full Time  Part Time

Where did you hear about this vacancy? e.g school, college, advert, other (please state) \_\_\_\_\_

Which school/site is of interest to you? \_\_\_\_\_  
\_\_\_\_\_

## Availability...

	MON	TUES	WEDS	THURS	FRI
<b>Breakfast Clubs</b> 7.45m – 8.45am*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After School Activities</b> 2.30pm - 4.00pm*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sports Coach</b> 9.00am - 3.00pm*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Holiday Activities</b> 8.00am - 6.00pm*					
OCTOBER <input type="checkbox"/> HALF TERM	CHRISTMAS <input type="checkbox"/> HOLIDAYS	FEBRUARY <input type="checkbox"/> HALF TERM	EASTER <input type="checkbox"/> HOLIDAYS	WHITSUN <input type="checkbox"/> HALF TERM	SUMMER <input type="checkbox"/> HOLIDAYS

\*times may vary



## PLEASE READ AND SIGN

As an applicant you must understand, and agree to, the following:

1. I understand that an employment offer and my employment is conditional upon satisfactory review and verification of certain information (i.e., if applicable: reference checks; CRB checks; minimum age requirements; valid drivers' licenses; criminal background checks; employment eligibility requirements under the Immigration Reform and Control Act of 1986; drug screening.).
2. If I become employed by SCL, I agree to conform to all of its Company Guidelines. I further agree that my employment and compensation can be terminated with or without cause unless otherwise prohibited by law, and with or without notice, at any time, at the option of either SCL or myself.
3. I understand that SCL will rely on the information contained on this application form in extending any offer of employment. I had ample time to complete this application form accurately and truthfully and I certify that the information I have provided contains no errors, omissions, or misrepresentations. I understand that incomplete, false or misleading information may disqualify me for employment with SCL or, if discovered after I am employed, will result in my dismissal.
4. I authorise my employers, past and present, to furnish records, data or information to SCL concerning my educational, professional and/or employment history and background and to verify information I have provided on this application, and I release all such employers from any and all liability that may arise as a result of providing or requesting such information.
5. If my job responsibilities require driving either an SCL or my personal vehicle on SCL business, I certify that I hold a valid driver's license. I understand that I will be required to maintain a valid license, and that I may be required to provide a Motor Vehicle Report (MVR) as a prerequisite of employment or continued employment.
6. I understand that I must be legally authorised to work for SCL in the UK and that I will be required to submit sufficient documentation or take certain steps to comply with these laws.

Applicant's Signature. \_\_\_\_\_ Date. \_\_\_\_\_

### OFFICIAL USE ONLY

Application received date. \_\_\_\_\_

Interview Date. \_\_\_\_\_

Start Date. \_\_\_\_\_

Induction Location. \_\_\_\_\_

Position Offered. \_\_\_\_\_

References received. YES  NO

CRB form sent. YES  NO

Qualifications received. YES  NO

Contract Agreed. YES  NO

Information for us to keep...

Data Protection

Upon receipt of your application form, SCL will be the Data Controller of your personal data. SCL will hold all the information you have given on this application form for legal requirements and for the purposes of personnel administration and statistical analysis. Your information will be held on a manual file and will also be entered in its current or altered format onto the company's computerised database. No information may be passed onto a third party unless contracted to SCL for specific employment services without your express agreement unless required by law.

Your signature below indicates your agreement to the above.

Declaration

I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice.

Signed

[Signature box]

Date

[D][D][M][M][Y][Y]

Immigration, Asylum and Nationality Act 2006

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK, if called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation.

If you have a National Insurance number please write it here.

[ ][ ][ ][ ][ ][ ][ ][ ][ ]

Town of birth [ ]

Country of birth [ ]

Criminal Convictions

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974.

Please Tick [Y] [N]

If yes, please provide details:

[ ]

Equal Opportunity Monitoring

As an equal opportunities employer the following information is for monitoring purposes only, and is not part of the selection criteria. Ethnic origin questions are about colour and broad ethnic groups. Regardless of your nationality, place of birth or citizenship, you can belong to any of the groups indicated. Describe your race or cultural origin by CHOOSING ONE SECTION FROM A TO E, then tick the appropriate box to indicate your cultural background.

MALE [ ] FEMALE [ ]

A. WHITE

White British [ ] White Irish [ ]

Any other White background, please state:

[ ]

B. MIXED

Mixed White & Black Caribbean [ ]

Mixed White & Black African [ ]

Mixed White & Asian [ ]

Any other mixed background, please state:

[ ]

C. ASIAN

Asian Indian [ ] Asian Pakistani [ ]

Asian Bangladeshi [ ]

Any other Asian background, please state:

[ ]

D. BLACK

Black Caribbean [ ] Black African [ ]

Any other background, please state:

[ ]

E. CHINESE or OTHER

Chinese [ ]

Any other background, please state:

[ ]