



Fast  
P r o g r e s s  
Tuition



**Please post or email to:  
Fast Progress Tuition Ltd  
Stephanie Clark  
1 Vikings Way  
Canvey Island  
Essex  
SS8 0PB  
Tel: 01268 682422**

**Email: [admin@fastprogress tuition.com](mailto:admin@fastprogress tuition.com)  
m [www.fastprogress tuition.com](http://www.fastprogress tuition.com)**



# Application for Employment (Confidential)

## Policy Statement

We are committed to the rights of the child, the child's safety and emotional well being, and the protection of the child from all forms of abuse.

## Post details

<b>Job title:</b>	<b>Your application should be submitted: Stephanie Clark; 1 Vikings Way, Canvey Island, Essex, SS8 0PB, sclark@fastprogressstuition.com</b>
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## Personal details

<b>Surname:</b>	<b>Forename(s):</b>
<b>Previous Surname(s):</b> <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state):	
<b>Home Address (including postcode):</b>	<b>Address to which correspondence should be sent if not home address (including postcode) NOTE – Our preference is to contact by e-mail wherever possible:</b>
<b>Daytime telephone number:</b>	<b>Evening telephone number:</b>
<b>Email address:</b>	

National Insurance Number:

## Employment history

### Current or most recent employment:

Post title:	Employer's name, address and telephone number:
Dates from / to:        /	
Salary or wage:	
Allowances, or additional salary points:	
If part time please show weekly hours:	Length of notice or date able to commence:

Brief description of duties:

Reason for wishing to leave (please indicate if you do not intend to resign from your current post):

## Employment

Employer's name and address (inc LA, Diocese and type of school if applicable)	Position held (if part time, show weekly hours)	Salary / wage	Reason for leaving)	Dates	
				From	To

## Education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	School, College Or University	How obtained (Full time, part time Or correspondence)	Period of study	
				From	To

## Other training

Please give details of training and other activities undertaken over the last 12 months as part of your CPD.

Details	Outcomes	Dates	
		From	To

## **PERSONAL STATEMENT**

Please ensure that you use the space below to submit a personal statement in support of your application. This must be no longer than 2 pages and should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.







## Important Notes

### Declaration

#### Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, <<School/Academy/Trust Name>> requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

**I confirm that I am legally entitled to work in the UK**

#### Safeguarding Vulnerable Groups Act (2006)

<<School/Academy/Trust Name>> is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List**

#### Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the Disclosure & Barring Service**

#### Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on <<Insert Telephone Number>>.

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3<sup>rd</sup> Party Processors for the purpose of this recruitment in accordance with Data Protection 2018.**

#### Disclosure

A candidate for any appointment with <<School/Academy/Trust Name>> must state below any known relationship to any member of the <<school/academy/trust>>, <<Governing Body/Board of Trustees>> or related to an employee of <<School/Academy/Trust Name>> when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to any member of the <<Governing Body/Board of Trustees>> or existing employees of <<School/Academy/Trust Name>>?**

Yes  No

If YES, give details:

**I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**

Signed:

Date:

**BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.**

## Equal opportunity and employment

This document is for your guidance only and should not be regarded as a substitute for taking professional advice.

Last updated: April 2019

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

## Ethnicity

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

**Please Note:** These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

**I am:** Female  Male

**Date of birth:**

**Job Sharing**  
If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

**Full time**

**Job share**

**Either**

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

**No**  **Yes (Details):**

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.