

Bespoke Education Service Team Ltd
Office 18 Sandfields Business Centre,
Purcell Avenue,
Port Talbot,
SA12 7PT
Tel: 01639 897215
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Application Form

Personal Details:

Last Name: First Names:

Address:

.....

..... Postcode:

Home Telephone No: Mobile No:

Email Address:

National Insurance No:

Registered with EWC: YES / NO If yes please provide registration No:

DBS Certificate No.

Education/Qualifications

School 11+	Qualification and Grade	Date obtained
College/University	Qualification and Grade	Date obtained
Ongoing Professional Development	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including duration/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

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Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer:

Name of Employer:	
Address:	
Postcode:	
Telephone No:	
Email Address:	
Position Held:	
Date Started:	Reason for Leaving:
Salary on Leaving:	Notice Period Required:
Brief Description of Duties:	

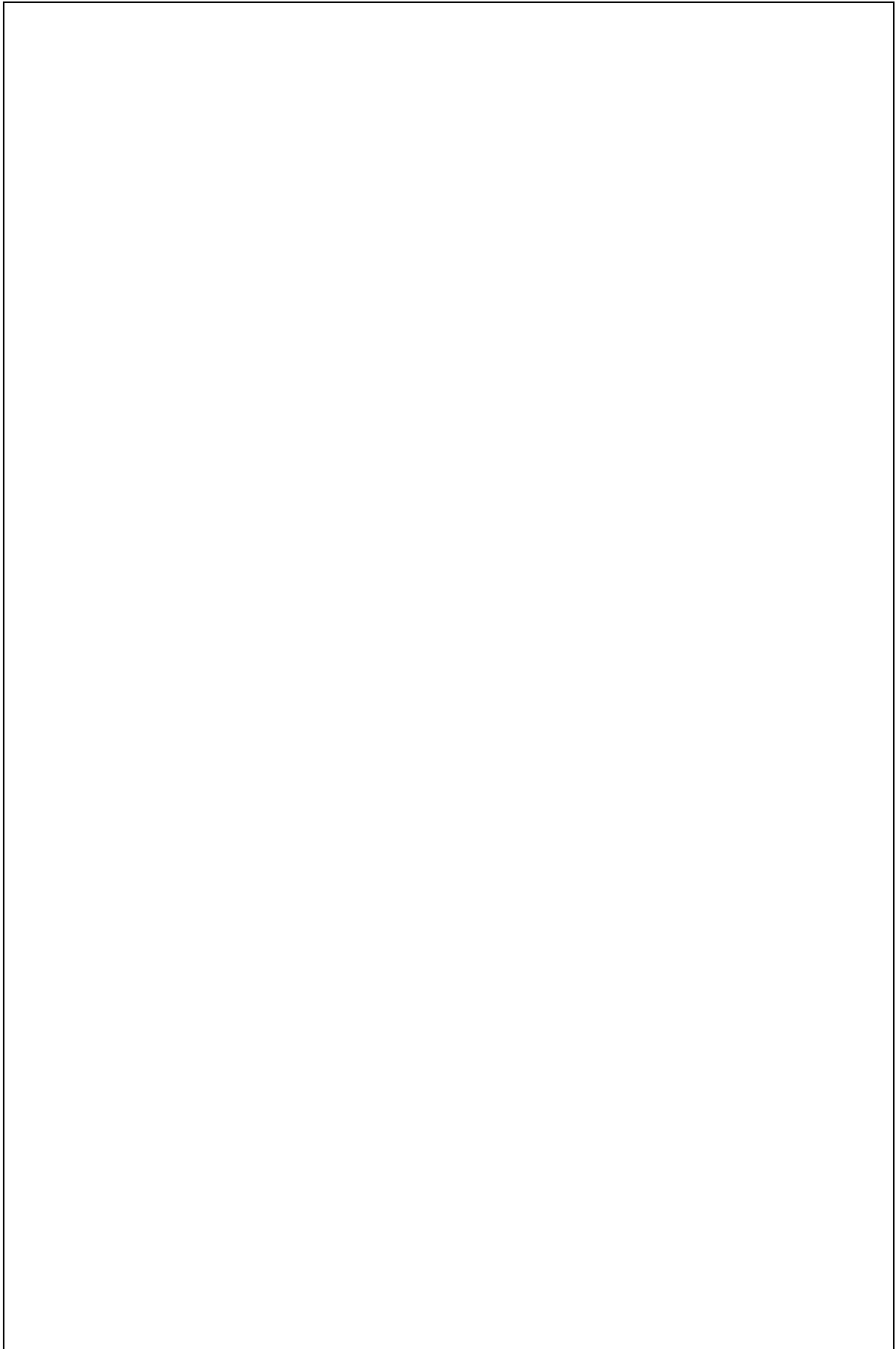
Previous Employer:

Name of Employer:	
Address:	
Postcode:	
Telephone No:	
Email Address:	
Position Held:	
Date Started:	Reason for Leaving:
Brief Description of Duties:	

Additional Information:

Your application for this vacancy will be shortlisted on the evidence you provide. Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post. You may also wish to outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interest.

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References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	Reference 2
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Contact No:	Contact No:
Email:	Email:
How is this person known to you?	How is this person known to you?
Do you wish to be consulted before this referee is approached (please tick)?	Do you wish to be consulted before this referee is approached (please tick)?
Yes No	Yes No

We reserve the right to contact any of your other previous employers within the last three years.

Declaration

Statement to be Signed by the Applicant

Please read the following declaration and sign below. If this declaration is not signed, your application will not be considered:

I agree that Bespoke Education Service Team Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: Date:

Equality Monitoring Form

The questions in this section are for statistical analysis, monitoring and the development of improved services. All information provided is stored on a confidential database and will only be used for statistical purposes. Please tick all appropriate boxes.

Gender Identity			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Marital Status			
Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Separated	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Partnered	<input type="checkbox"/>
Civil Partner	<input type="checkbox"/>		<input type="checkbox"/>
Religion or Belief			
Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
No religion	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>		<input type="checkbox"/>
Ethnic Group (Please tick one box)			
White			
British	<input type="checkbox"/>	English	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
Mixed			
White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
Asian – British, English, Scottish, Welsh or Irish			
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>		<input type="checkbox"/>
Black - British, English, Scottish, Welsh or Irish			
Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>		<input type="checkbox"/>
Other Ethnic Group			
Gypsy / Romany / Irish Traveller	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>

Disability			
The definition of disability as defined under the Disability Discrimination Act is 'a physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities'.			
Do you consider yourself to be disabled?		Yes:	No:
If yes, how would you describe your disability or long-term health condition? Please tick all that apply.			
Sensory impairment			
Mental health condition			
Mobility impairment			
Learning disability			
Long standing illness or health condition			
Other (please state)			
British Sign Language			
Is your first language British Sign Language?		Yes:	No:
If not your first language, are you able to use sign language? If yes, please indicate at which level.		Yes:	No:
Please answer the following questions			
How did you become aware of this vacancy?			
Internet		Press	
Word of mouth		Job Centre	
Other (please state)			
Language skills (please tick all that apply)			
English: I am able to:		Welsh: I am able to:	
Understand		Understand	
Speak		Speak	
Read		Read	
Write		Write	
Are you able to teach pupils through the medium of Welsh?		Yes:	No:
Do you have skills in any other language not listed above? If yes, please give details of your other language skills.		Yes:	No:

Do you hold a relevant driving licence?	Yes:	No:
Do you require a work permit/visa to work in the UK? If yes, please provide details e.g. time length of permit, expiry date, any conditions imposed etc.	Yes:	No:
Have you ever been convicted of any offence, including traffic convictions (with the exception of speeding), or formally cautioned by the police for any offence, or bound over by the court? Please give details including any pending convictions below. Please note: Having a criminal record will not necessarily bar you from working for B.E.S.T; this will depend on the nature of the position and the circumstances and background of your offence.	Yes:	No:
Please supply details of any unspent Criminal Convictions as defined by the Rehabilitation of Offenders Act (1974).		
Data Protection		
<p>The information you give on this form is covered by the Data Protection Act 1998. We will keep it confidential and only use it for recruitment purposes. If we appoint you to this position, we will keep this information during the period of your employment with us. If we do not appoint you, we will keep your information for 6 months after our appointment decision. After that, we will destroy it.</p> <p>I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed any employee within B.E.S.T, either directly or indirectly, in connection with this application and I will not do so.</p>		
Signature of Applicant:		Date: