



| Vacancy Details                        |                           |
|--|---------------------------|
| Job Title:                             |                           |
| Name:                                  |                           |
| Where did you hear about this vacancy? |                           |
| Please return this form to:            | j.sloane@phoenixbay.co.uk |

Thank you for showing an interest in a post with Phoenix Bay School. We would like to take this opportunity to wish you every success in your application for employment.

Phoenix Bay is committed to safeguarding, promoting independence and providing person-centered education and expects all staff and volunteers to share this commitment.

All members of staff must undertake the required employment checks which will include the uptake of references both professional and personal and a satisfactory enhanced Disclosure & Barring Service (DBS) Check.

Completing the application form is the first stage of the selection procedure. The information you provide in this document is the only evidence we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible.

# Application Form

The details supplied by you on this form are confidential but will form part of the personnel record of the successful candidate. Please ensure your details are accurate as they are the only way we have to get in touch with you. Our preferred method of contact is via email.

| Personal Details           |  |
|----------------------------|--|
| Title:                     |  |
| Full Name                  |  |
| Previous Name(s):          |  |
| Address:                   |  |
| Postcode:                  |  |
| Telephone Number - Home:   |  |
| Telephone Number - Work:   |  |
| Telephone Number - Mobile: |  |
| Email address:             |  |
| National Insurance Number: |  |

## Canvassing / Relationships

You must not canvass (ask for help or favours) from Phoenix Bay employees in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed, then your application will not be considered.

|  |                                     |  |  |
|--|-------------------------------------|--|--|
| If you are related to a member of staff, governor or student of this organisation please give details. | Name:                               |  |  |
|  | Relationship to you:                |  |  |
| If you are currently, or have previously been employed by this organisation, please give details here. | Date From:                          |  |  |
|  | Date To:                            |  |  |
|  | Reason for leaving (if applicable): |  |  |

## Disability

**This organisation is committed to improving employment opportunities for people with disabilities and will interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support.**

The Equality Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (i.e. has lasted or is expected to last over 12 months)  
Do you consider yourself to be disabled according to this definition?

If you answered yes, how would you define this impairment?

Please specify any arrangements we can make to assist you if you are invited for interview / assessment.

## Immigration Asylum and Nationality Act 2006

|   |  |
|---|--|
| Nationality at birth:   |  |
| Present Nationality:  |  |
| <i>Please highlight correct response</i>  |  |
| Have you ever possessed any other Nationality or Citizenship?   |  |
| Are you subject to immigration control?   |  |
| If yes, do you have unrestricted entitlement to take up employment in the UK?   |  |
| Do you have or are you entitled to obtain a National Insurance Number?  |  |
| If you have answered 'No' to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case? |  |

## Dismissal

If you have ever been dismissed from any employment for any reasons other than redundancy please give details here:

| Employer | Reason | Date |
|----------|--------|------|
|          |        |      |
|          |        |      |

## References

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working in the care sector but have done so in the past, the second referee should be the employer by whom you were most recently employed in care. References will not be accepted from relatives, or persons who only know you as a friend. References will be sought prior to interview; the references will ask your current/previous employer about any disciplinary offences

### Reference 1 - Current or Most Recent Employer

|   |  |
|---|--|
| Referee name:                                       |  |
| Job title (if applicable):                          |  |
| Organisation:                                       |  |
| Address:  |  |
| Postcode:   |  |
| Contact Number:                                     |  |
| Email address:                                      |  |
| In what capacity do you know the referee?           |  |
| Are you related to, or the partner of this referee: |  |

### Reference 2 - Other Employer for whom you worked with in the care sector.

|   |  |
|---|--|
| Referee name:                                       |  |
| Job title (if applicable):                          |  |
| Organisation:                                       |  |
| Address:  |  |
| Postcode:   |  |
| Contact Number:                                     |  |
| Email address:                                      |  |
| In what capacity do you know the referee?           |  |
| Are you related to, or the partner of this referee: |  |

## Employment History – Recent

Please list all jobs held starting with the most recent, including any previous or current employment. **There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have.** If this is your first job after leaving education, give the school or college's name in place of employer's name, and your date of leaving and disregard the other items.

### Current or Most Recent Employer

|  |   |
|--|---|
| Name of employer:  |   |
| Job Title:   |   |
| Salary:  |   |
| Date from (dd/mm/yyyy):                                      |   |
| Date to (dd/mm/yyyy) (if applicable):                        |   |
| Age range of students if this employment was in a school.    |   |
| Period of notice required (if applicable):                   | 1 |
| Reason for leaving:  |   |
| Please provide brief details of duties and responsibilities: |   |

### Previous Employer

|  |  |
|--|--|
| Name of employer:  |  |
| Job Title:   |  |
| Salary:  |  |
| Date from (dd/mm/yyyy):                                      |  |
| Date to (dd/mm/yyyy) (if applicable):                        |  |
| Age range of students if this employment was in a school.    |  |
| Period of notice required (if applicable):                   |  |
| Reason for leaving:  |  |
| Please provide brief details of duties and responsibilities: |  |

## Employment History – Previous

You should also list your previous employment and any voluntary, part-time, casual and unpaid work you have done.

### Previous Posts

| Name of employer: | Job Title & Salary | Date from - Date to (dd/mm/yyyy) | Age Range taught (if any) | Status/ Curriculum/ Responsibilities / Subjects | Reason for leaving | Please provide brief details of duties and responsibilities |
|-------------------|--------------------|----------------------------------|---------------------------|---|--------------------|---|
|                   |                    |                                  |                           |   |                    |   |
|                   |                    |                                  |                           |   |                    |   |
|                   |                    |                                  |                           |   |                    |   |
|                   |                    |                                  |                           |   |                    |   |

### Unaccounted Periods

If there are any periods of time that have not been accounted for i.e. periods of travel or caring for others, please give details of them here with dates. The information provided must detail a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

### Education and Training – Formal Qualifications

List your qualifications below ensuring that you do not miss any identified in the person specification. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications.

| College / University / Provider | Qualification / Result / Grade | Date Obtained |
|---------------------------------|--------------------------------|---------------|
|                                 |                                |               |
|                                 |                                |               |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Other Relevant Training   |               |      |
|---|---------------|------|
| List any training relevant to this post, even if undertaken outside of your formal employment. Continue on a separate sheet if necessary. |               |      |
| Training Title  | Grade Awarded | Date |
|   |               |      |
|   |               |      |
|   |               |      |
|   |               |      |
|   |               |      |



## Supporting Information

### Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Essential criteria must be supported by evidence on this application form. This may be from your current or previous job, from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time

Maximum 1½ sides of A4 in a font no smaller than size 10.

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre Plus/Gov.uk for statistical purposes if requested; this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 12 months.

### Declaration / Confirmation of Details

Please read the declaration below and sign and date to confirm that the information that you have supplied is complete and truthful, and that you agree to the information being processed and used by Phoenix Bay School for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.

By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.

**I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references, criminal records checks and Asylum & Immigration checks (as appropriate).**

If this is an electronic application, please tick the box to confirm that the information you have supplied is complete and truthful and enter the date below. Please note you will be required to sign this form should you be called for interview. ☐

Online Form  
Declaration

Signed:

Date:

## EQUAL OPPORTUNITIES AND MONITORING

We are an equal opportunities employer and committed to providing equality of opportunity for all and will not discriminate either directly or indirectly. We welcome applications from people of all backgrounds irrespective of race, colour, ethnic origin, sexual orientation, nationality, sex, religion, marital status, age or disability

To ensure our recruitment processes are fair for all and we are meeting our statutory obligations, we need to carry out diversity monitoring. Please help us to do this by completing this section of the form.

**Please note: The information given in this section will be used for statistical purposes only and will not form part of the shortlisting for interview process.**

Post applied for:

Full Name:

(A) WHITE

British Irish Any other white background (please specify)

(B) MIXED

White & Black Caribbean White & Black African White & Asian Any other mixed background (please specify)

(C) ASIAN OR ASIAN BRITISH

Indian Pakistani Bangladeshi Any other Asian background (please specify)

(D) BLACK OR BLACK BRITISH

Caribbean African Any other black background (please specify)

(E) CHINESE OR OTHER ETHNIC GROUP

Chinese Other (please specify)

Gender: Are you Male Female

Is your gender identity the same as the gender you were assigned at birth? Yes No

Do you have a disability in accordance with the definition under the Disability Discrimination Act?

Yes No

Are you currently employed? Yes No

Date of Birth \_ \_ / \_ \_ / \_ \_ \_ \_

What is your religion? Not prepared to say

Christian Muslim Hindu Jewish Sikh Buddhist Other None

Sexual orientation Prefer not to say

Heterosexual/straight Bisexual Gay woman/lesbian Gay man

## Rehabilitation of Offenders / Criminal Convictions

*Phoenix Bay strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. This post involves working with young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the organisation as each case will be dealt with on its own merit and given full and fair consideration.*

*Phoenix Bay will arrange for appropriate background checks into potential employees which may disclose details of cautions, reprimands and final warnings as well as convictions. Under the Rehabilitation of Offenders Act 1974, You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including pending and 'spent convictions'. Failure to do so may render you liable to summary dismissal.*

### Declaration

| Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
|---|-----------|-------------------|---------------------|
|   |           |                   |                     |
|   |           |                   |                     |
|   |           |                   |                     |