Thank you for applying to be part of the PHOENIXPLACE team. Please write clearly in black ink

**Please return to:** [**kkumari@phoenixplace.co.uk**](mailto:hr@phoenixplace.co.uk)

| Post applied for: |  | |
| --- | --- | --- |
| Date of application: |  | |
| Personal Details: | | |
| **First names[s]:** |  | |
| **Surname:** |  | |
| **Previous surname[s]:** |  | |
| **Address:** |  | |
| **Email:** |  | |
| **Contact telephone number[s]** *and convenient time for us to call you:* |  | |

# EMPLOYMENT

| Employment History | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Current or most recent employment:** | |  | | | | |
| **Job title:** | |  | | | | |
| **Dates employed:** | |  | | | | |
| **Current or most recent salary:**  *(Proof of this will be asked)* | |  | | | | |
| **Reason for leaving:** | |  | | | | |
| **Notice required:** | |  | | | | |
| **Employer’s name and address:** | |  | | | | |
| **Key responsibilities of current post:** | |  | | | | |

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| **Full employment history:** *(All work must be included; Please give full details of any gaps in employment; Candidates may be asked for further clarification at interview)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| **From/to**  [month and year] | **Title and key duties of post** | | **Employer’s name and address** | **Full or part time position** | **Reason for leaving** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

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# Education and qualifications

| **Secondary education** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From/to** [month and year] | **Name of school[s]** | | | **Examinations taken and qualifications obtained** | | | | |
|  |  | | |  | | | | |
|  |  | | |  | | | | |
| **Further and higher education** | | | | | | | | |
| **From/to** [month and year] | **Name of and type of institution attended** [college, university etc] | | | **Examinations taken and qualifications obtained** | | | | |
|  |  | | |  | | | | |
|  |  | | |  | | | | |

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| **Professional qualifications and membership** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date obtained** | | **Level/grade of membership** | | | **Awarding body and**  **qualifications** | **Registration number** | |
|  | |  | | |  |  | |

| **Training courses attended** *(Those relevant to the post)* | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **From/to**  [month and year] | | | **Details of training, including organising body** | | | |
|  | | |  | | | |
|  | | |  | | | |

## Experience and relevant skills (Candidates must fill in this section)

| The job description and person specification detail areas of knowledge, experience and skills required, some of which are essential for the post. Please demonstrate in this section how you meet the requirements as detailed within the person specification. |
| --- |

**References:**

Please let us know if you do not wish us to approach the referees prior to the interview. We require a minimum of 2 professional references covering the last 3 years of your employment. We will contact your previous employer/s and must have references in place before any successful appointment. Referees should not be a relative/family member.

**All sections must be completed in full with correct contact details**

| **(1) Name of referee:** | (Full Name) |
| --- | --- |
| **Name of organisation/company:** |  |
| **Job Title:** |  |
| **In what capacity do you know the referee?** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

I consent to this reference being requested before the interview.

▢YES ▢NO (or delete as applicable)

**All sections must be completed in full with correct contact details**

| **(2) Name of referee:** | (Full Name) |
| --- | --- |
| **Name of organisation/company:** |  |
| **Job Title:** |  |
| **In what capacity do you know the referee?** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

I consent to this reference being requested before the interview.

▢YES ▢NO (or delete as applicable)

**Asylum and immigration Act 1996:**

| **NATIONAL INSURANCE NUMBER** |  |
| --- | --- |
| A document showing your NI number, birth certificate or other proof of your entitlement to work in the UK will be required at the interview. Only original documents are acceptable. | |

**Rehabilitation of offenders 1975:**

| **Have you ever been convicted of any criminal office or received a policy caution?** | **▢ Yes ▢ No** |
| --- | --- |
| If ‘yes’ to the above, please give details of the offence[s], date[s] and where convicted and/or cautioned: | |

**The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record and other relevant checks.**

**Please return to: kkumari@phoenixplace.co.uk**

Short Form Privacy Notice For Application Forms

*This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.*

*Please ensure that you read this notice as well as our privacy notice which can be found at* [***www.phoenixplace.co.uk***](http://www.phoenixplace.co.uk/)*which detail how we use your information.*

*Why Do We Collect This Information?*

*Once you have submitted an application form, the School uses this information in order to make a decision on recruitment and to take steps to enter into a contract.*

*What Information Do We Collect?*

*We collect the following information from the application form in order to take a decision as to recruitment as guided by our Safer Recruitment Policy.*

*How we may share the information*

*We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.*

*How long we keep your information*

*We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.*