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

**Please return to: info@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:** |  |

| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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** |
|  |  |  |
|  |  |  |
|  |  |  |

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

| **Training courses attended**  Those relevant to the post | |
| --- | --- |
| **From /to** | **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.

| **(1) Name:** | **All sections must be completed in full with correct contact details** |
| --- | --- |
| **Name of organisation/company:** |  |
| **In what capacity do you know the referee?** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **Fax number:** |  |

| **(2) Name:** | **All sections must be completed in full with correct contact details** |
| --- | --- |
| **Name of organisation/company:** |  |
| **In what capacity do you know the referee?** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **Fax number:** |  |

**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 for any criminal offence or received a police caution? **YES / NO**    If ‘yes’ to the above, please give details of the offence[s], date[s] and where convicted 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.**

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