Q.U.E.S.T Work Skills

Staff application form

Application for role of teacher/mentor

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| Your details |
| Title: |  |
| First name: |  |
| Middle name/s: |  |
| Surname: |  |
| Previous names used (if applicable): |  |
| What year did you stop using this name?: |  |
| Current address (including post code): |  |
| Date you moved to this address (MM/YYYY): |  |
| Previous addresses (If you have lived at your current address for less than 5 years, please provide any previous addresses and the dates you lived there, from and to (MM/YYYY): |  |
| National Insurance Number: |  |
| Place of birth (town, country): |  |
| Nationality at birth: |  |
| Telephone number: |  |
| Email address: |  |

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| --- |
| About You |
| Please tell us why you applied for this job and why you think you are the best person for the job. What skills do you have that are relevant to the post? What are your particular areas of interest and your strengths? |
|  |

## Education, qualifications and training

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Dates attended month / year****From - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |

**Post-Graduate Qualifications**

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

**Higher Education Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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**School / College Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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**Continuing Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

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| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates****From – To** | **Award / Classification (if applicable)** |
|  |  |  |  |  |

Please provide details of your most recent safeguarding training:

Are you First Aid trained? Please provide details:

Do you have Qualified Teacher Status? Yes [ ]  No [ ]

DfE Teacher Reference Number:

QTS Certificate Number: Date of qualification as a teacher:

If ‘yes’ please sign to confirm that you agree to a ‘prohibition from teaching’ check being made using the above information:

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| --- | --- |
| Signed: |  |
| Date: |  |

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| Employment |
| **Details of Present Employment:** |
| Are you presently employed: If no, please proceed to the next section. | Yes [ ]  No [ ]  |
| Role:  |  |
| Name of employer:  |  |
| Address: |  |
| Telephone Number: |  |
|  Description of key duties / responsibilities: |  |
| Date you started the role: |  |

**Employment History:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name and address of employer** | **Post held and responsibilities (including subjects taught and key stages, if applicable)** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |

**Other Employment / Work Experience:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment / Experience** | **Employer / Location** | **Responsibilities** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|  |  |

## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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When can you start working for us?

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Approximately how many hours work are you looking for, per week? Please detail your availability below.

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## Right to work in the UK

Do you need a work permit to work in the UK? Yes [ ]  No [ ]

## References

Please provide the details of two people we can contact for references. One of these should be your most recent employer. If during your most recent employment, you were not working with children your other reference should be from your most recent employer, when you last worked with children.

All referees should be someone you have known on a professional basis (e.g. university or college tutor, employer, supervisor during voluntary work etc). Referees should be an employer/line manager NOT a colleague. Friends and family cannot be used as referees.

### Referee 1 –

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Telephone | Email  | Role |
|  |  |  |  |  |

### Referee 2 –

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Telephone | Email  | Role |
|  |  |  |  |  |

We may request references before an interview. Do you consent to references being requested?: Yes [ ]  No [ ]

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes [ ]  No [ ]

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application, an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (‘DBS Checks’) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box, you consent to a DBS Check(s) being made. This involves us sharing your personal data with the Disclosure and Barring Service. You can withdraw your consent at any time by calling the DBS helpline on 03000 200 190, however this will result in your offer of employment being withdrawn: [ ]

**Permission to carry out online searches**

As part of our Safer Recruitment procedure online searches will be conducted on all individuals newly recruited to work for our organisation, as recommended by KCSIE 2024.

Online searches will include searches of your full name on Google and social media sites such as Facebook, Instagram and Twitter.

If any of the following come back from the searches we will discuss this with you before taking further action:

* Inappropriate or offensive behaviour (e.g. discrimination, derogatory language)
* Drug or alcohol misuse
* Indecent or offensive images/videos
* Other similar matters
* Content that indicates you are unqualified for your role
* Content that indicates you may pose a potential safeguarding risk
* Content that risks damaging the reputation of the organisation

When considering outcomes of online searches, we will be mindful to ensure that any information we gather is not out of date, out of context, untrue or relating to someone else.

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |

I give permission for online searches to be carried out in accordance with QUEST Work Skill’s Safer Recruitment procedure.

Signed:

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?

Yes [ ]  No [ ]

The details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

 Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important information regarding your consent**

1. We are Q.U.E.S.T Work Skills, Braggers Wood Scout Camp, Braggers Lane, BH23 8EF.
2. The person responsible for data protection within our organisation is Dan Shoebridge and you can contact him with any questions relating to our handling of your data. You can contact him by email to questworkskills@gmail.com.
3. We require the information we have requested on this form in order to process your application for employment.
4. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party, unless a legal obligation should arise.
5. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
6. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 2 above) that you wish to withdraw your consent.
9. To read about your individual rights you can refer to our fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by email to questworkskills@gmail.com . If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

Request for your consent

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-10 above: [ ]
* I agree to my personal data being shared as stated in paragraphs 4 and 5 above: Yes [ ]  No [ ]

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

1. [↑](#footnote-ref-1)