### Employment application form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | | |
| **Address** |  | | | |
| **Position applied for** |  | | | |
| **Preferred contact number** |  | | | |
| **Email address** |  | | | |
| **Where did you see this vacancy advertised?** | Big Life website |  | Social media |  |
| Other (please state) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have the right to work in the UK? |  | Are you a UK or EU/EEA national? |  |
| Do you need to apply for a Certificate of Sponsorship to work in the UK? | | |  |

**To be completed only for applications for teaching posts**

|  |  |
| --- | --- |
| **DfES number** |  |

|  |  |
| --- | --- |
| **I confirm I have Qualified Teacher Status and I am registered with the General Teaching Council for England (Please tick)** |  |

## Employment

Please enter previous employment details below. Start with your current or most recent job.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name and address** |  | | |
| **Dates of employment** |  | Salary |  |
| Reason for leaving |  | | |
| Job title and responsibilities |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name and address** |  | | |
| **Dates of employment** |  | Salary |  |
| Reason for leaving |  | | |
| Job title and responsibilities |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name and address** |  | | |
| **Dates of employment** |  | Salary |  |
| Reason for leaving |  | | |
| Job title and responsibilities |  | | |

## Gaps in employment

Please provide details of any gaps in your employment

|  |  |
| --- | --- |
| **Dates (from and to)** | **Details** |
|  |  |
|  |  |
|  |  |

## Relevant education

Please list your educational qualifications, starting with the most relevant to the post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Place of learning** | **Level** | **Subject** | **Grade** |
|  |  |  |  |  |
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Supporting statement

Referring to the person specification, describe how your experience and personal qualities relate to each of the attributes listed. It’s important that you demonstrate your skills, abilities, knowledge and experience with examples – we can’t make assumptions.

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|  |

Big Life values

It’s important to us that our staff share Big Life’s values, which are creative, courageous, honest, inspiring, thoughtful and valuing difference.

Describe a time when you have demonstrated one of these values.

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|  |

# References

Please list two referees – one should be your current or most recent employer, while the other should be employment-related or academic if possible. We will not contact referees before interviewing you.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| **Email** |  |
| Phone number |  |
| Job title |  |
| Relationship to you |  |
| Check with you before we make contact? |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| **Email** |  |
| Phone number |  |
| Job title |  |
| Relationship to you |  |
| Check with you before we make contact? |  |

|  |
| --- |
| If you were offered the job how soon could you start? |
|  |

**Positive about disability**

The Big Life group encourages applications from disabled people and guarantees to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled (yes or no)? |  |

**Countries of residence or work**

|  |
| --- |
| **Please list all the countries that you have worked or lived in – including dates** |
|  |

**Your data**

Your personal data will be processed for recruitment purposes, in accordance with the Data Protection Act (1998). Information will be stored electronically as part of the recruitment process. Statistical reports will only be produced in anonymous form and your details will not be passed onto any third parties.

To find out how we use the information you provide in this form please read our privacy notice, which is available at [www.thebiglifegroup.com/privacy](http://www.thebiglifegroup.com/privacy).

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **I declare to the best of my knowledge, I have given the correct information.** | | | |
| **Signed** |  | **Date** |  |

Rehabilitation of Offenders

In accordance with statutory requirements and Big Life policy, certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with The Big Life group.

This process will be conducted in accordance with the Disclosure and Barring Service (DBS) procedures and The Big Life group Disclosure Policy. The information that you provide will be risk assessed against the requirements of the role.

It is a criminal offence to apply for a position working with children if you are excluded from doing so, by virtue of a court order or exclusion by the Disclosure and Barring Service. This applies to any paid or unpaid work that you carry out.

If the position for which you apply gives you privileged access to vulnerable groups, it is an Exempted Occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **This means that you must disclose spent and unspent convictions at interview, including any driving offences.**

Through the DBS, we will make a check to establish any criminal record background. We will do this by asking you to complete a DBS Application Form. Appointment to this post will be subject to completion of a satisfactory DBS check.

As part of a background check on you, we may also need to request certificates of good conduct or criminal background checks from other countries where you have been a resident or have worked.

If you have any queries concerning the requirements please contact the person who has asked you to complete this form.

**Declaration**

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| --- | --- | --- | --- |
| I understand that this work is subject to DBS and overseas checks where necessary, and I am aware that spent convictions will be disclosed. I confirm that I am not barred from working with children or vulnerable adults by nature of being on a barred list held by any government body or agency. The information that I have given above is true and accurate. | | | |
| **Signed** |  | **Date** |  |

Equal opportunities monitoring form

At Big Life, we never discriminate against people we employ or people seeking employment on any grounds, including gender, race, sexual orientation, disability or age. We believe that to be the best we can be, we should embrace the experience and knowledge that each individual brings, and that different ideas, beliefs and cultural traditions beneficial us all. We follow anti-discriminatory practices and are challenge discrimination if it’s encountered.

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| --- | --- |
| **Position applied for** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age** | Under 18 | 18-25 | 26-35 | | 36-45 | 46-55 | | 56-65 | Over 65 |
| **Gender** | Male | | | Female | | | Transgender | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic origin** | White | British |  |
| Irish |  |
| Other (please specify) |  |
| Asian or British Asian | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other (please specify) |  |
| Black or Black British | Caribbean |  |
| African |  |
| Other (please specify) |  |
| Mixed | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Other (please specify) |  |
| Chinese | |  |
| Other ethnic group (please specify) | |  |

|  |  |
| --- | --- |
| **Religion or belief (or put prefer not to say)** |  |

|  |  |
| --- | --- |
| **Sexual orientation (or put prefer not to say)** |  |

**Disability**

The Equality Act (2010) defines a disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.

|  |  |
| --- | --- |
| **Do you have a disability (yes or no)?** |  |

**Mental Health**

The Big Life group positively promotes diversity in the workforce, and we encourage applications from people who have direct experience of mental health issues.

|  |  |
| --- | --- |
| **Do you have direct experience of mental health issues (yes or no)?** |  |

**Language**

|  |  |
| --- | --- |
| **Is English your first language (yes or no)?** |  |

**Advertising monitoring**

|  |  |
| --- | --- |
| **Where did you see this vacancy advertised?** |  |

**All the information asked for on this form is for organisational monitoring purposes only. Individual information will remain anonymous.**