



# Application for Employment

(Confidential)

Applications will only be considered from candidates who complete **ALL** sections of the application form. ***CV's are not acceptable.***

The information from this application form will be stored on a computer system and used in accordance with the Data Protection Act 1998

## Equal Opportunities Monitoring

Group Horizon Ltd (GHL) has developed a comprehensive, equal opportunities policy. The aim of the policy is to ensure that the Company’s employment practices and procedures do not allow unfair direct or indirect discrimination and promote equality of opportunity for all. We need to ensure our records are updated on a regular basis.

We would be extremely grateful if you could complete and return this form. You can help to ensure that the policy is monitored by volunteering the information requested in this form. Only by collecting this information can the Company progressively assess its performance against the aims of the policy and identify areas where improvements should be made. This information will form part of the personal confidential HR record.

<b>Name:</b>	<b>Date of Birth</b>
--------------	----------------------

<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> <i>Please indicate if this is different to gender assigned at birth?</i>
---

<b>Marital Status</b> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Partnered <input type="checkbox"/>	<b>Sexual Orientation</b> Opposite Sex <input type="checkbox"/> Same Sex <input type="checkbox"/> Same & Opposite <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input type="checkbox"/>
---	---

<b>Religion</b>
Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Sikh <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not Known <input type="checkbox"/>

<b>Nationality</b>
--------------------

<b>Ethnic Group</b> - Please tick the box which most describes your ethnic origin:					
White – English / Welsh / Scottish / Northern Irish/British <input type="checkbox"/>	White - Irish <input type="checkbox"/>	White – Gypsy or Irish Traveller <input type="checkbox"/>			
White – Any other <input type="checkbox"/>	Mixed / Multiple ethnic groups – White and Black Caribbean <input type="checkbox"/>	Mixed / Multiple ethnic groups – White and Black African <input type="checkbox"/>			
Mixed / Multiple ethnic groups – White and Asian <input type="checkbox"/>	Mixed / Multiple ethnic groups – Any other <input type="checkbox"/>	Asian / Asian British - Indian <input type="checkbox"/>			
Asian/Asian British - Pakistani <input type="checkbox"/>	Asian/Asian British - Bangladeshi <input type="checkbox"/>	Asian / Asian British - Chinese <input type="checkbox"/>			
Asian/Asian British – Any other <input type="checkbox"/>	Black / African / Caribbean / Black British - African <input type="checkbox"/>	Black / African / Caribbean / Black British - Caribbean <input type="checkbox"/>			
Black / African / Caribbean / Black British – Any other <input type="checkbox"/>	Other ethnic group – Arab <input type="checkbox"/>	Other ethnic group – Any other <input type="checkbox"/>			
Not provided <input type="checkbox"/>					

<p><b>Disability-</b> The Equality Act 2010 protects disabled people. The Disability Discrimination Act (DDA) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last, at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities. Do you consider yourself to have a disability according to the terms given in the DDA?    YES <input type="checkbox"/>    NO <input type="checkbox"/></p> <p>Any additional Information:</p>
---

*Thank you for completing this form. The information will be in the strictest confidence and only used for the purposes of monitoring equality data.*

<b>(1) Post applied for:</b>	<b>Vacancy Ref Number</b>
------------------------------	---------------------------

**(2) Personal Details**

<b>Surname:</b>	<b>Home Phone</b>
<b>Title (optional)</b>	<b>Work Phone</b>
<b>Forename(s)</b>	<b>Mobile Phone</b>
<b>Date of Birth:</b>	

**Email Address** *(We will use this to update you on your application including inviting to interview)*

**Permanent Address**

Postcode:

Department for Education Reference Number (Teaching Staff Only)	
Registration with General Teaching Council for England Ref Number (Teaching Staff Only)	

IFL Membership Number (Teaching Staff only)   

Date of Membership      /   /

Membership Status (please tick)    MEMBER     AFFILIATE     FELLOW

National Insurance Number	Do you have a full current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you need a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have access to a car? Yes <input type="checkbox"/> No <input type="checkbox"/>

**(3) Secondary Education** *Please complete fully, including Grade & Level of qualification*

Secondary School	Qualifications Gained		Grade / Level		Year

**(5) Other Qualifications/Training** *Please complete fully, including Grade & Level of qualification*

Organising Body	Subject of Course	FT or PT	Duration	Level / Grade	Year of Completion

**(6) Professional Bodies** *If you are a member of any professional bodies please give details*

--

**(7) Present [or if not currently in employment – your last] Employment**

Position		Organisation	
From	To	Nature of Business	
Salary		£	
FT/PT			
If PT number of hours per week			
Tel Number		Post Code	
Outline of position, responsibilities, major achievements, etc.			
Reason(s) for leaving <i>(if this is your present role why are you leaving or if you have already left, why did you leave?)</i>			
How much notice are you required to give?			

**If there has been a gap between your last role and now, what have you been doing since then?**

---

**(8) Previous Employment** *We require full employment history, from leaving school to present day, please start with your most recent employer (excluding the one above). If part time, please state the number of hours. Please include any gaps in your employment, ie, raising a family, gap year travelling, etc. Please continue on a separate sheet if necessary.*

From		To		Employer's Name	Position Held	Reason for Leaving
MM	YY	MM	YY			

## (9) Community/Volunteer Experience

Name & Address of Organisation(s)	From		To		Position/Title	Duties
	M	Y	M	Y		

## (10) Part-time Tutor / Casual Application *(please indicate with a ✓ the sessions you are available to work)*

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Are you employed full-time elsewhere? YES  NO  Occupation \_\_\_\_\_

## (11) Disclosure & Barring

*Group Horizon Ltd recognises its obligation to ensure the safety and welfare of all children and vulnerable adults within its care. The Company is also required to comply with various legal statutes including the Rehabilitation of Offenders Act 1974, Police Act 1997, Protection of Children Act 1999, Criminal Justice and Court Services Act 2000, Data Protection Act 1998 and Human Rights Act 1998.*

*All staff are required to complete a Disclosure & Barring Service form as a condition of their employment with the Company. The level of disclosure required will be dependent on the nature of the post and the degree of unsupervised access to children and other vulnerable groups and any offer of employment with the Company will be subject to receipt of a disclosure deemed satisfactory to the Principal & Chief Executive.*

*Further information on Disclosure & Barring may be obtained at the DBS website [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)*

Have you ever had any convictions? YES  NO

Have you ever been listed on the DfEE List 99 as unsuitable for working with Children YES  NO

*Comments: (if you wish to make a confidential comment, please detail on a separate sheet of paper and place in a sealed envelope with your application and label it "Disclosure, Private and Confidential" and this will not be opened unless you are shortlisted, or may be posted under separate cover to the Manager of Human Resources.)*

## **(12) Additional Information**

*Please use this space to submit any additional information which you consider relevant to your application. Use the Personal specification to explain why you feel you meet the criteria of the job role.*

### (13) Pension Details

Are you currently in receipt of a pension? YES  NO

*Please give details:-*

### (14) Health

*Please note, all appointments are subject to satisfactory medical clearance*

**(15) Employment References** *Please give details of three people the Company can approach for references: Referee One being your current or last employer. Referees Two and Three should be employment; working with children; or educational related. . (An approach may be made to your present employer for a confidential reference, if you are invited to interview, unless you indicate otherwise below). \* Please also provide email address as this is our preferred method of communication.*

	Referee One (Current Employer)	Referee Two	Referee Three
Name			
Job Title			
Organisation			
Address			
Post Code			
Tel No.			
Email address *			
<i>How do you know this referee</i>			

You may approach my current employer at this stage

**(16) Where did you see this position advertised?** \_\_\_\_\_

I certify that to the best of my knowledge the information I have given is a true and correct record.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*If you are submitting this electronically, you will be asked at interview to sign the form in person.*

Completed Application Forms should be returned to: Human Resources, Group Horizon Ltd, G24 The Avenues, Team Valley, Gateshead, Tyne & Wear, NE11 0NJ

**Email:** recruitment@grouphorizon.co.uk

**Website:** www.grouphorizon.co.uk