

Work Experience Application Form

Section A: Personal Details

Surname:	
Forename:	
Title:	
Date of Birth:	
Address:	
Postcode:	
Telephone (Home):	
Telephone (Mobile):	
E-mail Address:	
National Insurance Number:	
Dates of Work Experience Required:	
Area/Department Required:	
Please indicate whether or not you give permission for your application to be shared across the Torch Academy Gateway Trusts group of schools:	
I give permission for my application to be shared <input type="checkbox"/>	I DO NOT give permission for my application to be shared <input type="checkbox"/>

Section B: Previous Employment

Starting with your current or most recent employer, please give details of all previous employment and any voluntary work you have had. A continuation sheet (found at the end of this form) may be used.

Employer Name	Position held/ brief description of main duties	Date From	Date To	Reason for Leaving

Section C: Other Relevant Experience

Please give details of any other relevant experience:

Section D: Education

Please provide details of your education and training with the most recent first.

Name of Academic Institution	Subject(s) Studied/Studying	Level <i>(e.g., Degree, A-Level etc...)</i>	Grade Attained	Date from	Date to

Section E: Personal Statement

Please use this section to explain why you are applying for work experience with us. Concentrate on how your experience, training and personal qualities would contribute to the school environment and what you would like to gain from the experience.

Section F: References

Please provide the details of two referees. One of these must be your present or most recent employer or, for students, your personal tutor or head teacher. The second should preferably be a previous employer. Please let your referees know that we may contact them. **Please provide an e-mail address for all referees where possible.**

Referee 1	
Referee Name:	
Title:	
Job Title:	
Contact Address:	
Postcode:	
Telephone:	
E-mail Address:	
Please state in what capacity the referee knows you:	

Referee 2	
Referee Name:	
Title:	
Job Title:	
Contact Address:	
Postcode:	
Telephone:	
E-mail Address:	
Please state in what capacity the referee knows you:	

Section G: Additional Information

Equality Act 2010

The Equality Act defines disability as, “a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.” The Act requires an employer to make “Reasonable Adjustments” to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable reasonable adjustments to be made and will not be used as a basis for selection.

Disability Requirements

We positively encourage applications from disabled people. If you have a disability, please outline below any reasonable adjustments you would require to attend an interview or to help you in the workplace.

Do you require reasonable adjustments to attend an interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the details:		

Disciplinary Proceedings

Have you ever been the subject of formal disciplinary proceedings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the details including dates and outcome:		

Right to work in UK

The successful applicant will be required to provide documentary evidence that they are entitled to live and work in the United Kingdom.

Section H: Safeguarding

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and applicants are therefore required to provide information about any convictions, cautions and bind-overs including those regarded as “spent”. Providing false information is an offence and in the event of employment, failure to disclose any convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to the application for this post.

Do you have or are you currently subject to any criminal charges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes details should be given in a sealed envelope marked “Private and Confidential – Rehabilitation of Offenders” and brought to interview and handed to the HR manager.

The successful applicant will be required to provide identification to support an enhanced Disclosure and Barring Services and Children’s Barred List check prior to commencing work experience.

Section I: Declaration

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form at interview.

I declare that, to the best of my knowledge and belief, the information given on **ALL** parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal.

Signed:		Date:	
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Please e-mail your completed form to recruitment@nusa.org.uk, or post to: Recruitment, NUSA, Bramhall Road, Bilborough, Nottingham NG8 4HY. If you have not received a reply within the next 2 weeks, you should assume that your application has been unsuccessful.

Data Protection

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained throughout your placement and will be used for personnel administration. It will not ordinarily be disclosed to anyone outside of the School without first seeking your permission.

Section J: Equal Opportunities Monitoring Form

This part of the application form will **NOT** be used as part of the selection process and will **NOT** be viewed by the Recruitment panel.

The School is committed to promoting equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment applies to all aspects of our recruitment and selection practices. Our aim is to make sure that you and other applicants for jobs at the School are not discriminated against. We also aim to make sure that you are not disadvantaged by work conditions or requirements that are not relevant.

The data collected on this form will be treated as strictly confidential and will be used for statistical purposes only. No information will be published or used in any way which allows any individual to be identified.

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Are you married or in a civil partnership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Age	16 – 24 <input type="checkbox"/>	25 – 29 <input type="checkbox"/>	30 – 34 <input type="checkbox"/>
	35 – 39 <input type="checkbox"/>	40 – 44 <input type="checkbox"/>	45 – 49 <input type="checkbox"/>
	50 – 54 <input type="checkbox"/>	55 – 59 <input type="checkbox"/>	60 – 64 <input type="checkbox"/>
	65+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

How would you describe your ethnicity?

White

British

White Other background

Mixed/multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black/African/Caribbean/Black British

African

Caribbean

Any other Black/African/Caribbean background

Other ethnic group

Arab

Any other ethnic group

Prefer not to say

Do you consider yourself to have a disability?

Yes

No

Prefer not to say

What is your sexual orientation?

Heterosexual/straight

Gay woman/lesbian

Gay man

Bisexual

Other

Prefer not to say

What is your religion or belief?

No Religion

Buddhist

Christian

Sikh

Hindu

Jewish

Muslim

Any other religion

Prefer not to say

Section K: Marketing Questionnaire

In order to ensure that the School is employing the most cost effective advertising and marketing activities we would be grateful if you could provide the following information:

How did you find out about this work experience opportunity?

School Website

Torch Trust Website

Word of Mouth

Other If other please specify:

How would you rate the following aspects of the advertising and recruitment process?

	Excellent (1)				Poor (5)	NA
	1	2	3	4	5	
Clarity of Web Advert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of Print Advert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of relevant information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any further comments:						

Continuation Sheet

Please use this sheet to provide any additional information if the spaces provided on the application form are not adequate. Please clearly label from which section(s) you are continuing.