

Application Form

Please complete this application form in typewritten form or using a black ink pen

Position applied for: _____

Personal Details:

Forename(s): _____ Surname: _____

Former Name (s): _____

NI Number: _____

Do you have the right to take up employment in the UK? Yes No

You will be asked to provide official documentation of this right if shortlisted for interview.

This will be through a check using the Government site <https://www.gov.uk/check-job-applicant-right-to-work>

Contact Details:

Address: _____

_____ Postcode: _____

E-mail Address: _____

Telephone Numbers _____ Mobile: _____

Home: _____ Work: _____

Education and Qualifications:

Schools, Colleges and Universities attended and dates:

Qualifications e.g. GCSE, A Level, NVQ, Degree:

Employment History:

NB: Safeguarding children requirements call for applicants to provide a full employment history and explanations and timescales for any gaps in your employment history. If you changed appointments whilst at the same employer, please provide details of that experience too. Start with your most recent post and work backwards, please continue on a separate sheet if necessary.

Current or most recent employer:

Organisation: _____

Job title: _____

Main duties and responsibilities: _____

Reason for leaving: _____

Date employment started:

Date employment ended:

Salary: _____

Organisation: _____

Job title: _____

Main duties and responsibilities: _____

Reason for leaving: _____

Date employment started:

Date employment ended:

Salary: _____

Organisation: _____

Job title: _____

Main duties and responsibilities: _____

Reason for leaving: _____

Date employment started:

Date employment ended:

Salary: _____

Organisation: _____

Job title: _____

Main duties and responsibilities: _____

Reason for leaving: _____

Date employment started:

Date employment ended:

Salary: _____

Experience:

In the space provided below, provide evidence to match the essential experience and skills in the Person Specification in support of your application.

Skills and Experience:

Other Qualities:**Other Information:**

Do you have any other training, qualifications or skills relevant to the post?

Do you have any particular skills or hobbies?

Give details of, and an explanation for, any time when you were not working or in full-time education?

Where did you hear about this job?

If you are disabled, please give details of any special arrangements you would require to attend interview?

Bristol International College and Experio Summer are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) exceptions Order 1975, but the amendments to the Exceptions Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers can not take them into account.

If you do have any cautions and convictions, it is your responsibility to check to see if they are protected (and therefore do not have to be disclosed) and also your responsibility to disclose them if they are not protected. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Contact Details of 2 Referees:

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your schoolteacher or higher or further education lecturer. The other should not be a relative or contemporary.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone no: _____

Telephone no: _____

Email address: _____

Email address: _____

I declare that the information I have given on this form, to the best of my knowledge is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Protecting your privacy: I hereby give my consent to Bristol International College (BIC) and Experio Summer to process the data supplied for the purpose or recruitment and selection and in line the BIC and Experio Life Data Protection Policies, the UKGDPR and the ICO's code of conduct.

Signature: _____

Date: _____

Name: _____

Employees are recruited on the basis of their qualifications and experience, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex. However, references will be taken up after interview and the successful candidate will be required to get a DBS certificate appropriate to the post.

Please return all completed applications to richard.avery@experiosummer.com