## OCTAVO: APPLICATION FORM

## *CONFIDENTIAL*

POST APPLIED FOR

PERSONAL DETAILS

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| First Name(s): |  |
| Any former name(s): |  |
| Home Address: |  |
| Home telephone: |  |
| Daytime telephone: |  |
| Mobile telephone: |  |
| Email address: |  |

### PRESENT OR MOST RECENT POST

|  |  |
| --- | --- |
| Post Held: | |
| Date appointed: dd/mm/yyyy | Date left: dd/mm/yyyy |
| Name and Address of Employer:  Postcode:  Telephone Number | Current Salary + any additional payments: |
| Reason for Leaving: |
| Notice required to present Employer: |
| National Insurance No: | Can we contact you at work?  Yes  No |

**EMPLOYMENT / WORK EXPERIENCE**

Most recent first. Enter details of *all* your work experience including periods of non-employment, unpaid, voluntary work and study. It is important that any gaps in your work history are fully explained on the form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Details and Nature of Work/Activity  Giving Grade and Salary if applicable | Dates | | Reason for leaving |
| From  (dd/mm/yy) | To  (dd/mm/yy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please add lines if needed*

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of educational history – most recent first. Please list all schools, colleges, universities etc, that you have attended. | Course Studies | Qualifications and level (if obtained) | Dates | |
| From  (dd/mm/yy) | To  (dd/mm/yy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please add lines if needed*

**OTHER COURSES / TRAINING UNDERTAKEN (RELEVANT TO THIS JOB APPLICATION)**

|  |  |  |
| --- | --- | --- |
| Course/Training | Date (dd/mm/yy) | Organising Body |
|  |  |  |

**REFERENCES**

**DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER**

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used**.**

|  |  |
| --- | --- |
| Full name of present or most recent employer: |  |
| Address:  Postcode: | Telephone: |
| E-mail: |
| May we contact your present/most recent employer for a reference straight away?  **If NO**, it is our practice that references are sought once a candidate is shortlisted. Therefore, would you like us to notify you beforehand? | Yes  No  Yes  No |

|  |  |
| --- | --- |
| Other referee (preferably another employer) |  |
| Address:  Postcode: | Telephone: |
| E-mail: |
| Capacity in which known to you | Daytime Tel No: |

*Please note that we reserve the right to approach any of your previous employers for references if necessary.*

**DISABILITY ADJUSTMENTS**

|  |  |
| --- | --- |
| Do you require any additional assistance from us in order to be able to attend the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.) | Yes  No |
| **If yes**, please give details |  |

**DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

|  |  |
| --- | --- |
| Octavo is required, by law, to operate a checking procedure for employees who have access to children and young people.  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 to child protection, including any which are time expired. | Yes  No |
| **If yes,** please give details on the Self Disclosure Form. |  |

By checking this box, I hereby confirm that I am not disqualified or prohibited from working with children and/or have information held about me under section 142 of the Education Act 2002 (formerly known as inclusion on the DfE List 99).

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

|  |  |
| --- | --- |
| Do you have any criminal convictions? | Yes  No |

**REHABILITATION OF OFFENDERS ACT 1974**

If you have been convicted of a disclosable criminal offence, the details must be disclosed on the document titled “Self Disclosure Form”, along with details of any cautions, warnings, reprimands or any criminal convictions/criminal actions /court hearings that are pending against you.

If you do not have any disclosable information then please complete the relevant section of the Self Disclosure Form.

The Self Disclosure Form must be submitted in a sealed envelope if applying in writing, or sent as a separate attachment to your application form if applying electronically. The envelope or attachment should be marked as “Confidential”.

**DBS DISCLOSURE**

The Disclosure and Barring Service, an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education.

A check as to the existence and content of a criminal record may be requested from the Disclosure and Barring Service after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied necessitates an Enhanced disclosure.

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

**By checking this box, I hereby confirm that I agree, if I am selected for the appointment, to a check being made on any criminal record applicable to me.** I am aware that such information as appropriate for Enhanced Disclosures will be made available.

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

Octavo will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. **By checking the box, you hereby confirm that you are legally entitled to work in the UK and that you will provide documentary evidence of this entitlement when requested.**

**DRIVING LICENCE DETAILS**

|  |  |
| --- | --- |
| Do you hold a current, full, valid driving licence? | Yes  No |
| If required would you be prepared to provide a car for work use? | Yes  No |

**PERSONAL RELATIONSHIPS**

|  |  |
| --- | --- |
| Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post such as a Board member or Senior Officer of Octavo? | Yes No |
| **If Yes**, please give name(s) of relevant person(s) and the relationship(s). |  |

I understand that seeking to unfairly influence any Board member or employee of Octavo will make my application unacceptable.

**WHERE DID YOU SEE THIS POST ADVERTISED?**

**DECLARATION**

**Data Protection Act 1998:**

The personal information submitted by you on this application form and in any accompanying documents will be used by the Octavo Partnership and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend Octavo Partnership against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept on Octavo’s personnel records If you are successful, all the data gathered in the recruitment process will be transferred to your personnel file, and retained during the time of your employment. If you are unsuccessful, we will destroy all the recruitment and selection data about you after a maximum period of 9 months. The only exception to this would occur were we to fill a post with a migrant worker, in which case, we will retain unsuccessful recruitment paperwork for the duration of the employment of the migrant worker. This is a statutory requirement under UKVA legislation.

The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. Octavo is under a duty to protect the public funds and may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**Please sign the statement below indicating your consent to the information being held, used and verified as described above.**

**If you decline to give your consent as requested above Octavo will be unable to consider your application for employment.**

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

|  |  |
| --- | --- |
| **Name** |  |
| **SIGNATURE** |  |
| **Date** |  |
| **Please return the completed form to:** | **HR and Recruiting Manager**  [careers@octavopartnership.org](mailto:careers@octavopartnership.org) |

**As part of the application process, you must also:**

* **provide a written statement demonstrating how you meet the criteria of the person specification**
* **submit the Self Disclosure Form**
* **submit the Equal Opportunities Monitoring Form**