

Note to candidates:

* Please ensure you have read the Job Description & Person Specification before completing this form.

* If you are using a **Mac** to complete this application, please ensure you use **Adobe** rather than **Mac Preview** (often the default), as this programme is not compatible with the form.

APPLICATION FORM – SUPPORT STAFF

LOCATION	
POSITION APPLIED FOR	

PERSONAL DETAILS					
Title		Surname		First Name(s)	
Home Address (including postcode)					
Telephone Numbers	Work		Personal		
Email Address					
National Insurance Number					
Do you have the right to work in the UK?		YES	NO		
Do you require a work permit or visa?		YES	NO		
		If yes, please give details			
Oasis recognises continuous service in Local Government Employment for all staff. Do you have continuous service?		YES	NO		
		If yes, what is your continuous service?			
CURRENT EMPLOYMENT					
Name & Address	Position Held	Main Responsibilities		From	To
Current Salary		Additional Salary		Total Salary	
Reason For Leaving				Notice Period	

PREVIOUS EMPLOYMENT

(Please include all work including part-time and volunteering positions)

(Please use the additional sheets at the bottom of the application form for any further positions that don't fit within these fields)

Previous Employer (names & address)	Job held and main responsibilities	From	To	Salary	Reason for Leaving

Please use this space to explain any gaps in employment

PROFESSIONAL AND PERSONAL DEVELOPMENT

(Please include details of any training courses (accredited and in-house) attended in the last 5 years)

(Please use the additional sheets at the bottom of the application form for any further information that doesn't fit within these fields)

Name of Course Provider	Award/Qualification gained	From	To

EDUCATION HISTORY

(Please list your education history, most recent qualification first)

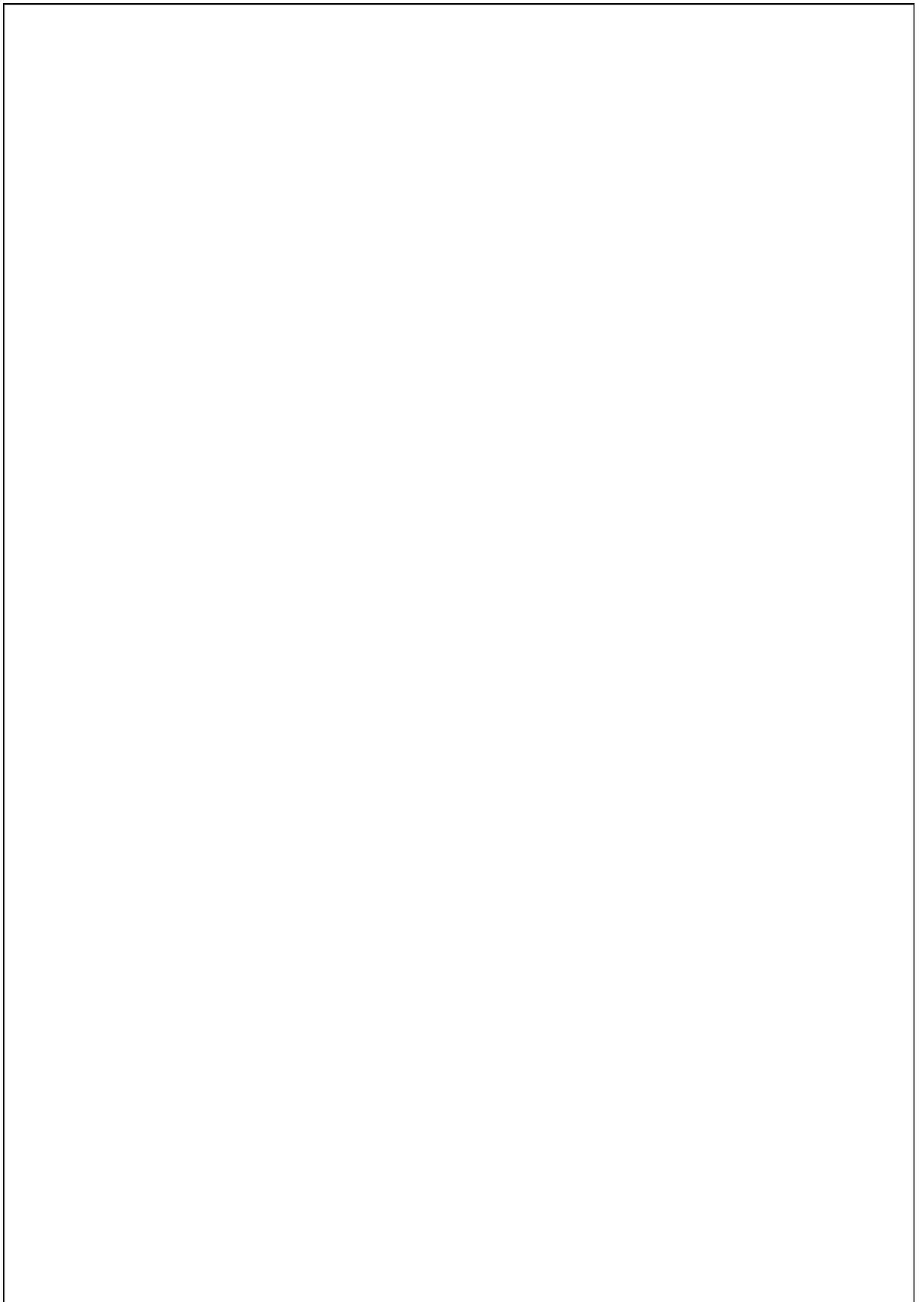
(Please use the additional sheets at the bottom of the application form for any further information that doesn't fit within these fields)

Institution	From	To	Qualification(s) attained / Subject(s)

SUPPORTING STATEMENT

Use no more than **two side of A4** to explain why you're applying for this post at Oasis Community Learning and what skills and experience you can bring to the post (please refer to the Oasis Ethos and how you meet the requirements set out in the person specification in your answer).

(Please use the additional sheets at the bottom of the application form to complete your statement if it doesn't fit within the box)



REFEREES

(Please provide details of two referees, covering the last three years, one of whom should be your current employer)

Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Relationship to you		Relationship to you	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Are you willing for this referee to be approached prior to interview?	YES NO	Are you willing for this referee to be approached prior to interview?	YES NO

PERSONAL DATA

Have you applied for a position at Oasis before?	YES NO If yes, please give details
Please declare if you are related to or know personally any Oasis employee	
Where did you hear about this vacancy?	OCL/Academy website TES Online Charity Job Local Council Bulletin Other Job Board please give details Word of mouth* * If you heard about this vacancy through a member of Oasis, please provide their name so we can thank them

CONFIDENTIAL INFORMATION

The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required, before appointment, to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013. Oasis Community Learning requires all employees to undertake an enhanced DBS check. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

In relation to the above, are you currently bound over, or do you have any convictions, cautions, reprimands or warnings which are not deemed 'protected' under the amendment to the Exceptions Order 1975?

Do you have any unspent convictions, cautions, reprimands or warnings?	YES NO If yes, please give details
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I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency. I also confirm to a criminal records check if appointed to the position for which I have applied	Electronic Signature	
	Date	

DECLARATION

In submitting this form to Oasis Community Learning:
 I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.

I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment

I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998

Signature (to confirm agreement)		Date	
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ADDITIONALSHEETS

