

**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)

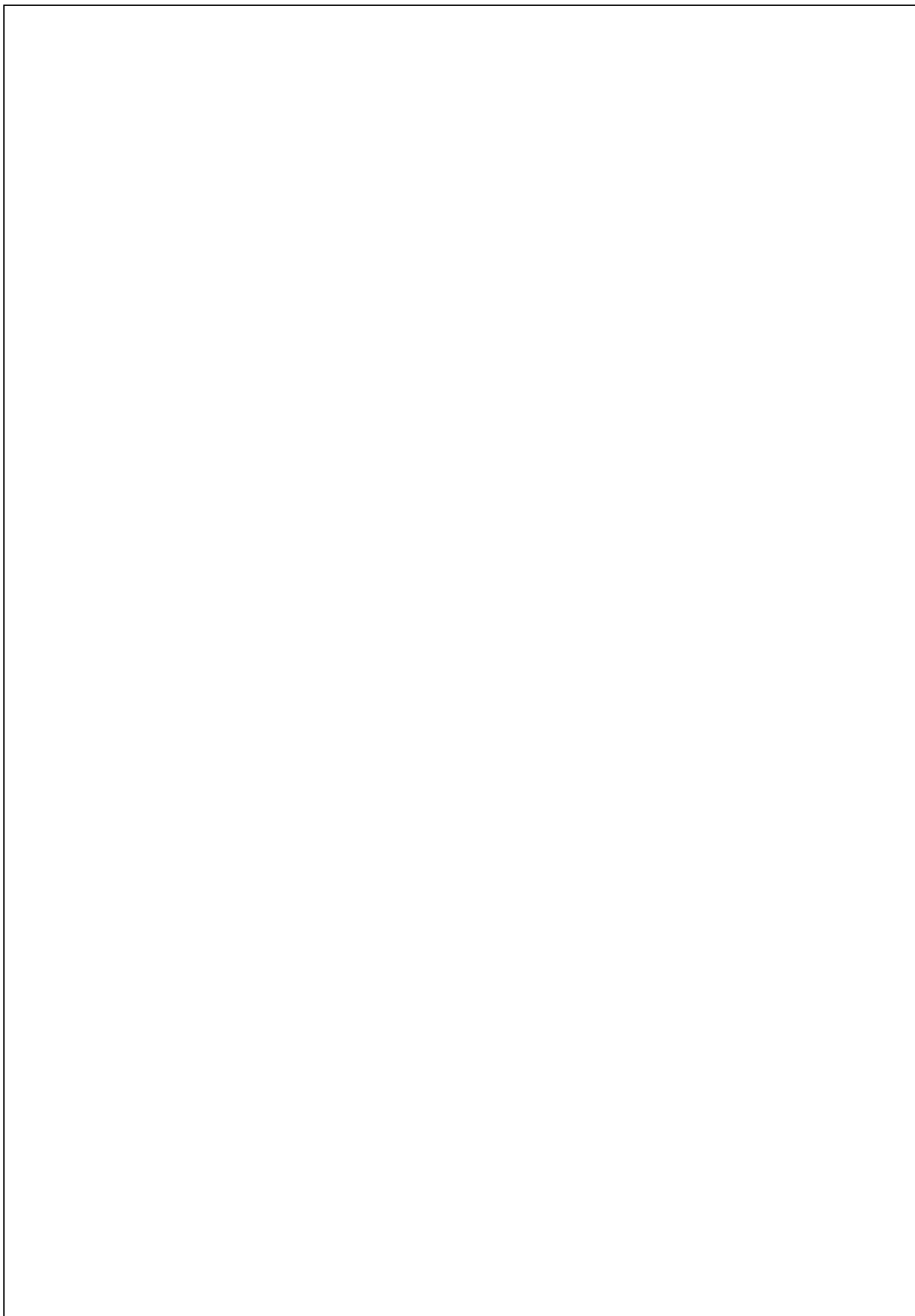
*(Please use the additional sheets at the bottom of the application form for any further information that doesn't fit within these fields)*

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)

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

## PERSONAL DATA

<b>Have you applied for a position at Oasis before?</b>	YES                      NO If yes, please give details
<b>Please declare if you are related to or know personally any Oasis employee</b>	
<b>Where did you hear about this vacancy?</b>	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?

<b>Do you have any unspent convictions, cautions, reprimands or warnings?</b>	YES                      NO If yes, please give details
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<b>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</b>	Electronic Signature	
	Date	
<b>DECLARATION</b>		
<p style="text-align: center;">In submitting this form to Oasis Community Learning:</p> <p>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.</p> <p>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</p> <p>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</p>		
<b>Signature (to confirm agreement)</b>		<b>Date</b>

The image shows a full-page view of a document. At the very top, there is a solid orange horizontal bar. Centered within this bar is the text "ADDITIONAL SHEETS" in a bold, black, sans-serif font. The rest of the page is entirely blank and white.



