**Seven Springs Education**

**Job Application Form 1**

**Online Tutor**

The information you provide to us will be used for the purposes of considering your application and assessing suitability for the job only and will be processed by us in accordance with the Data Protection Act 1998 and the GDPR compliant [Job Applicant Privacy Notice](https://seven-springs.co.uk/pdf/Privacy%20Notice%20for%20Job%20Applicants.pdf).

Personal Contact Details

|  |  |
| --- | --- |
| First name |  |
| Middle name |  |
| Surname |  |
| Preferred name (if different from first) |  |
| Details of any previous names |  |
| National insurance number |  |
| Email address |  |
| Telephone number (with dialling code) |  |
| Current address |  |

Work Location

**Do you currently live in the UK?**

|  |  |
| --- | --- |
| YES | NO |

**If ‘NO’, would you be willing and able to relocate to the UK before starting work for Seven Springs Education?**

|  |  |
| --- | --- |
| YES | NO |

Right to Work in the UK

**Do you currently have the right to work in the UK?**

|  |  |
| --- | --- |
| YES | NO |

**Are you willing to undergo right to work checks to attain your suitability for this role?**

|  |  |
| --- | --- |
| YES | NO |

Complete Educational History (from secondary school to current)

|  |  |
| --- | --- |
| Institution 1 |  |
| Highest degree/qualification achieved |  |
| Subject(s) |  |
| Grade |  |
| Date Graduated |  |

|  |  |
| --- | --- |
| Institution 2 |  |
| Highest degree/qualification achieved |  |
| Subject(s) |  |
| Grade |  |
| Date Graduated |  |

*(Add new sections as needed)*

Complete Employment History

|  |  |
| --- | --- |
| Name of last employer |  |
| Role(s) |  |
| Address of employer |  |
| Date started |  |
| Date ended |  |
| Reason for leaving role |  |

|  |  |
| --- | --- |
| Name of employer |  |
| Role(s) |  |
| Address of employer |  |
| Date started |  |
| Date ended |  |

|  |  |
| --- | --- |
| Name of employer |  |
| Role(s) |  |
| Address of employer |  |
| Date started |  |
| Date ended |  |

*(Add new sections as needed)*

**Are there any significant gaps in your employment history?**

|  |  |
| --- | --- |
| YES | NO |

**If YES, please explain why:**

DBS Check

We require all applicants to undergo an enhanced DBS with children’s barred list check. Seven Springs Education will pay for the cost of the DBS check. We also have a process for obtaining criminal background checks for applicants who are currently or who have formerly lived overseas.

Any prior criminal convictions disclosed on a DBS check or by applicants will be considered on a case-by-case basis. Seven Springs Education treats applicants who have a criminal record fairly and does not discriminate because of a conviction or other information revealed. For more details, refer to our policy on the recruitment of ex-offenders (see p27 of our [Child Protection and Safeguarding Policy](https://seven-springs.co.uk/pdf/Child%20Protection%20and%20Safeguarding.pdf)).

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

**Please place an X next to the description that applies to you:**

|  |  |
| --- | --- |
| I am coming directly from a similar line of work (e.g. teaching) which ended not more than 3 months ago, and I already have an enhanced DBS with children’s barred list check that is less than 1 year old. |  |
| I am not coming directly from a similar line of work (e.g. teaching), but I have an enhanced DBS with children’s barred list check that is less than 1 year old. |  |
| I do not have an enhanced DBS with children’s barred list check that is less than 1 year old. |  |

**If the following statement applies to you, please mark an X next to it and record the names of the countries you lived in:**

|  |  |
| --- | --- |
| I have lived or worked aboard for more than 3 continuous months in the last 5 years. |  |
| Names of countries: |  |

Note: For applicants who have lived or worked aboard for more than 3 continuous months in the last 5 years, Seven Springs Education requires additional documentation, such as a certificate of good conduct for any countries to which this applies, and additional background checks for safeguarding purposes.

References (at least 3)

|  |  |
| --- | --- |
| Name of Referee 1 |  |
| Role(s) |  |
| Institution |  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| Name of Referee 2 |  |
| Role(s) |  |
| Institution |  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| Name of Referee 3 |  |
| Role(s) |  |
| Institution |  |
| Email |  |
| Telephone |  |

Note 1: References may be used for the following purposes:

* To verify the information you have provided in this form
* To assess your suitability for the role
* To inform any follow-up correspondence or interview discussions
* To obtain other information about your employment and/or education
* For safeguarding purposes

Note 2: Open references (e.g. testimonials) are not acceptable. All references will be directly requested from the named referee, who should be a senior person in the organisation rather than a colleague/peer. To speed up your application, we would advise you let the named reference know that we will be contacting them.

Cover Letter (compulsory)

**Please include details of your personal qualities and experience which you believe are relevant to your suitability for the post and how they meet the job specification.**

Declaration

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that Seven Springs Education is permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

|  |  |
| --- | --- |
| Name of Applicant |  |
| Date Signed |  |