



## Personal Details

Full Name:

Prefix

Middle Name

First Name

Last Name

Address:

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

E-mail Address:

Telephone Number:

Area Code

Phone number

Mobile Number:

Area Code

Phone number

National Insurance Number:

What is your preferred method of contact?





## Most Recent Employment Details

Employment Details:

How much notice are you required to give to leave your current employment?

*If you are not currently in employment, please confirm the following:*

Date of leaving:

Reason for leaving:





## Education and Qualifications

Education:

Are you a member of any professional organisations?





## Person Specification

Personal Statement:







## Employment History

Employment Details:

Have you ever worked for this company before?

YES ☐ NO ☐

If yes, please give further information:

If yes, please give details and reasons for leaving:





## References

*Please give the names, addresses and occupation of two referees who are not related to you, who we may approach for a confidential assessment of your suitability for this post.*

Reference One:

Reference Two:

Do you wish for the referee to be contacted before an offer of employment is made?

YES ☐ NO ☐

If called for an interview, are there any special arrangements we would need to make to assist your attendance?

YES ☐ NO ☐

If yes, please give details and reasons for leaving:





## Criminal Convictions

*This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013, because it is a post, which involves working with children or young people. You are therefore required to declare whether you have any existing or relevant pending criminal convictions (or cautions or bind-overs) including those which are spent. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers and cannot be taken into account.*

*Guidance and criteria on the filtering of the cautions and convictions can be found on the Disclosure and Barring Service Website.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>.*

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Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(as amended in 2013)?

YES ☐ NO ☐

If yes, please give further details:

*Criminal Convictions Continued on the subsequent page.*





## Criminal Convictions Continued

If called for an interview, are there any special arrangements we would need to make to assist your attendance?

YES ☐ NO ☐

If yes, please give details and reasons for leaving:

*Failure to disclose convictions, cautions or bind overs which have not been filtered could result in withdrawal of any conditional offer, disciplinary action or dismissal. It is a criminal offence to apply or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusions by the DBS.*





## Data Protection

Cressington Manor is committed to the principles underlying the Data Protection Act 1998 and protecting the rights and freedoms of individuals with respect to the processing of their personal data. Cressington Manor uses personal data for management and administration, including statistical purposes but the processing of personal data will conform to the legislation and Cressington Manor's Notification to the Information Commissioner.

Cressington Manor fully recognises the 'right to access', under section 7 of the DPA, of an individual to any personal data about themselves and will not restrict access to the personal data unless a statutory exemption applies.

## Declaration and Consent

I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body. I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records. (Data Protection Act 1998). I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.

Signature:

