**Application**

**Please indicate which role you are applying for.**

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| **ESP Administrator - SCP 5 £19,312 per annum (FTE)** | **ESP Assistant Administrator - SCP 3 £18,562 per annum (FTE)** |
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**Please complete in written or typed black ink, continuing on separate sheets if necessary.**

1. **Personal details:**

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| First name/s: | Last name: |
| Date of birth: | Previous or other name(s): |
| Address: | Contact telephone numbers: |
|  | Telephone: |
|  | Evening: |
| Postcode: | Mobile: |
| National Insurance Number: | Email address: |

1. **Employment history – present or most recent employment:**

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| Organisation: |
| Job title: |
| Description of role and responsibilities: |
| Dates from/to: |
| Salary: £ |
| Reasons for leaving: |

1. **Previous employment. Please start with the most recent including any unpaid or voluntary work.**

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| Job title including responsibilities | Employer | Dates  From - to  (month & year) | Reason for leaving |
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**Please give details and explanation for any gaps in your employment history:**

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1. **Education, training and development**

**Secondary school/college/university including current studies, with most recent first:**

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| Name of institution | Dates  From - to  (month & year) | Courses/subjects taken | Qualifications/ grade |
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**Details of any relevant professional development. Please include dates:**

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**Professional membership:**

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| Name of professional body | Grade of membership |
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1. **Supporting statement.**

**Please read the job description. Using examples, show how your knowledge, skills and experience meet the requirements of the role.**

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1. **Additional information:**

**References.** Please give the name and address of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer, otherwise it must be your most recent employer. If you are in, or have just completed full-time training, one referee should be from your college or university. These should not include a relative, and personal referees must be able to comment on your skills and abilities in relation to the post.

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| **REFERENCE 1** | | | **REFERENCE 2** | | |
| If you do not wish this person to be contacted without prior consultation please put a cross in the box | |  | If you do not wish this person to be contacted without prior consultation please put a cross in the box | |  |
| **Name** |  | | **Name** |  | |
| **Address** |  | | **Address** |  | |
| **Telephone** |  | | **Telephone** |  | |
| **Email** |  | | **Email** |  | |
| **Relationship** |  | | **Relationship** |  | |
| **How long known?** |  | | **How long known?** |  | |

**Eligibility to work in the UK**

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| **Are you eligible to work in the United Kingdom and are you able to provide proof of this?**  **Yes No**  The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file |

**Rehabilitation of Offenders Act 1974**

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| All roles involving direct contact with children are exempt for the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013&2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your position is confirmed. |

**Disciplinary action**

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| Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?  **Yes No** |
| If ‘yes’ please give brief details below or on an additional sheet if necessary |

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| I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the decision to employ  **Signature:**  **Date:**  **Submitting this completed application form electronically signifies your acceptance**  **of ALL of the above declarations** |

**Please return completed application forms to** sacha@exetersupplypartnership.com **or by post to** Sacha Curtis, Exeter Supply Partnership CIC, c/o West Exe School, Hatherleigh Road, Exeter, EX2 9JU.