**Application Form**

***For details of how to submit your application, please see the last page of this application form.***

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** |  | **Surname** |  |
| **Contact number** |  | **Email** |  |
| **Home address** |  |

|  |  |
| --- | --- |
| **Position applied for***Please delete as appropriate* |  |
| **Where did you hear about this vacancy?** |  |

**Employment history**

**Current / most recent role**

|  |  |
| --- | --- |
| **Current / most recent job title** |  |
| **Current / most recent employer** |  |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving** |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** |
|  |

**Previous roles** (please add in chronological order, most recent first)

|  |  |
| --- | --- |
| **Job title** |  |
| **Employer** |  |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving**:  |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** |
|  |
| **Job title** |  |
| **Employer** |  |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving** |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** |
|  |
| **Job title** |  |
| **Employer** |  |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving**  |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** |
|  |

**Any other previous roles relevant to this application** (insert additional tables as required)

|  |  |
| --- | --- |
| **Job title** |  |
| **Employer** |  |
| **Start date** |  | **Leaving date** |  |

|  |  |
| --- | --- |
| **Job title** |  |
| **Employer** |  |
| **Start date** |  | **Leaving date** |  |

|  |  |
| --- | --- |
| **Job title** |  |
| **Employer** |  |
| **Start date** |  | **Leaving date** |  |

**Education and qualifications** (insert additional rows if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification(s) and subject(s)** | **Awarding school / college / university** | **Grade** | **Date awarded** |
|  |  |  |  |
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**Continuing professional development** (insert additional rows if required)

|  |  |  |
| --- | --- | --- |
| **Course** | **Date** | **Comments / result (if graded)** |
|  |  |  |
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**Personal statement**

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| **Please tell us how your knowledge, skills and experience meet the requirement of the job set out in the person specification** |
|  |

**References**

Please give details of two referees who we can contact for a reference. One of these should be your current/most recent employer.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Job Title** |  |  |
| **Postal Address** |  |  |
| **Email Address** |  |  |
| **Telephone** |  |  |
| **How long has this referee known you and in what capacity?** |  |  |
| **May we contact prior to interview?** |  |  |

|  |
| --- |
| ***Please note:****Referees will be asked to comment on your suitability to work with children and share any safeguarding concerns in previous roles. BDSIP takes our responsibility to safeguard and promote the welfare of all the children and young people seriously and it is our expectation that all employees and associates will share this commitment. We recognise the needs of the child as paramount and this position underpins all our work and our recruitment strategies.* |

**Safeguarding**

|  |  |
| --- | --- |
| **Do you have a valid DBS?** | Yes / No |
| **If yes, when was it issued?** |  |
| *Please note: all staff working for BDSIP in roles where they may come into contact with young people are required to undergo criminal record checks as provided by the Disclosure and Barring Service. This record check will include details of cautions, reprimands, final warnings, as well as convictions. A criminal record will not affect your chances of employment, unless we decide it makes you unsuitable. The nature of the offence, how long ago and what age you were when it was committed, patterns of offending and any other relevant factors will be considered. Any information will be kept in strict confidence and will be stored securely. By submitting this application, you are giving your consent to these checks being carried out.* |
| **Have you ever been convicted of a criminal offence?** | Yes / No |
| **If your answer is YES, please provide detail(s) of date(s) of offence(s) and sentence(s) passed.** |  |

**Disabilities**

|  |
| --- |
| **We are a ‘Disability Confident’ employer and welcome applications from candidates with a disability.** |
| **Do you consider yourself to have a disability?** |  |

|  |  |
| --- | --- |
| **Do you need a work permit to work in the UK?** | Yes / No |
| **When are you available to start work for BDSIP?** |  |

**Barking and Dagenham School Improvement Partnership (BDSIP)**

**Attendance Adviser**

**How to apply**

To apply for this post please complete the BDSIP application form indicating the post of most interest to you.

Completed applications should be sent to info@bdsip.co.uk by 12pm on Monday 13th June.

**Interview process**

Interviews are currently planned for Wednesday 22nd June 2022 and will be face-to-face. Please advise us at the time of submitting your application if you are not available on this date. Please also advise us if you have any dietary or access requirements.

**Further information**

For an informal discussion about the role please contact Kathryn Webb, Senior Inclusion Adviser on 07866 912850.