Logo, company name

Description automatically generated

**APPLICATION FOR EMPLOYMENT**

**1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Position applied for | Click or tap here to enter text. |
| Where did you see this position advertised? | Click or tap here to enter text. |
| Potential start date | Click or tap to enter a date. |
| Title *(Miss, Mr etc)* | Click or tap here to enter text. |
| First name | Click or tap here to enter text. |
| Known as *(if different from above)* | Click or tap here to enter text. |
| Middle name | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Previous surname(s) *(if applicable)* | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Preferred contact number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Date of Birth *(required for identification purposes & to verify a full education and employment history has been provided)* | Click or tap to enter a date. |
| National Insurance Number | Click or tap here to enter text. |
| Do you have the right to work in the UK? | Choose an item.  *If you have answered ‘No’ please give details*  Click or tap here to enter text. |
| Are you related to or do you have a close personal relationship with a member of staff, pupil, trustee or governor of Jigsaw? | Choose an item.  *If ‘Yes’ please give their name, role and your relationship with them*  Click or tap here to enter text. |
| Do you have access to a vehicle / can you confirm you have appropriate arrangements to reach Jigsaw’s site for work? *(Please note our site is not accessible by public transport)* | Choose an item. |

**2. EXPERIENCE AND REASONS FOR APPLYING FOR THIS POST**

Please provide a summary to support your application, including, as a minimum:

* The reasons why you are applying for this post
* Your knowledge, experience, skills and abilities that are relevant to this position
* Key responsibilities within your present or most recent job that are relevant to this position
* Details of any relevant interest or activities

*You may attach a continuation sheet if you wish. Jigsaw Trust does not accept Curriculum Vitae (CV’s)*

|  |
| --- |
| Click or tap here to enter text. |

**3. CURRENT EMPLOYMENT (or most recent employment if unemployed)**

|  |  |
| --- | --- |
| Name and address of current employer:  Click or tap here to enter text. | Position held:  Click or tap here to enter text. |
| Start date: Click or tap to enter a date. |
| Leave Date (if applicable): Click or tap to enter a date. |
| Current Salary: Click or tap here to enter text. |
| Brief summary of duties and responsibilities:  Click or tap here to enter text. | |
| Reason for Leaving (if applicable): Click or tap here to enter text. | |

**4. PREVIOUS EMPLOYMENT HISTORY**

In accordance with **Statutory Safeguarding Regulations** you must provide your work history (**even if this is abroad)** from the time you left education to present day including permanent, temporary, part time and voluntary work (**all gaps in employment must be included eg periods of unemployment or time off for other reasons**). Please start with the most recent job first and include the month and year of job role. **Incomplete applications will not be accepted.**

**WITHOUT THIS INFORMATION WE WILL NOT BE ABLE TO CONSIDER YOUR APPLICATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer name & address | From | | To | | Position held | Salary | Reason for leaving |
| Month | Year | Month | Year |
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| Employer name & address | From | | To | | Position held | Salary | Reason for leaving |
| Month | Year | Month | Year |
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Please attach a continuation sheet if necessary

**5. SECONDARY EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of School | From | | To | | Qualifications gained | |
| Month | Year | Month | Year | Full title of Qualification | Grade awarded |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**6. FURTHER/HIGHER EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of College/University | From | | To | | Qualifications gained | |
| Month | Year | Month | Year | Full title of Qualification | Grade awarded |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**7. PROFESSIONAL QUALIFICATIONS OR MEMBERSHIP**

|  |
| --- |
| Please provide details of any professional qualifications and memberships you hold (including QTS/QTLS or Early Years accreditations, if applicable) and date this was obtained  Click or tap here to enter text. |

**8. TRAINING AND DEVELOPMENT (Please give details of relevant courses and training undertaken)**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates and Duration | Title of Course and Training | Name of Provider | Qualification Obtained |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**9.** **REFERENCES**

Jigsaw will take up a minimum of **two** references.

**Referee 1** must be your present or most recent employer

**Referee 2** where possible, must be an employer where you have been working with children or vulnerable adults, or your second most recent employer

* If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal.
* We are unable to accept personal character references or open references. Therefore please do not name relatives or people acting solely in their capacity as friends, as referees.
* Personal email addresses will not be accepted for employment or educational referees

Should you be shortlisted, prior to your interview other previous employers may be approached for information to enable us to verify details on your application form such as particular experience or qualifications. Any issues arising from references may be followed up at interview or upon their subsequent receipt.

|  |  |
| --- | --- |
| **REFEREE 1** | **REFEREE 2** |
| NAME: Click or tap here to enter text.  REFEREE’S JOB TITLE: Click or tap here to enter text.  COMPANY NAME: Click or tap here to enter text.  COMPANY ADDRESS:Click or tap here to enter text.  TEL. No: Click or tap here to enter text.  EMAIL ADDRESS: Click or tap here to enter text. | NAME: Click or tap here to enter text.  REFEREE’S JOB TITLE: Click or tap here to enter text.  COMPANY NAME: Click or tap here to enter text.  COMPANY ADDRESS: Click or tap here to enter text.  TEL. No: Click or tap here to enter text.  EMAIL ADDRESS: Click or tap here to enter text. |
| In what capacity do you know this referee (e.g. Line Manager)?  Click or tap here to enter text. | In what capacity do you know this referee (e.g. Line Manager)?  Click or tap here to enter text. |

Please tick if you would prefer us **not** to contact your first listed referee in advance of interview

Please tick if you would prefer us **not** to contact your second listed referee in advance of interview

|  |
| --- |
| **10. DATA DISCLAIMER**  The information you give when completing your application form will be used in accordance with the Data Protection Act 2018 to enable the organisation to:   * Create an electronic and paper record of your application * Compile statistics or to assist other organisations to do so   The information will be kept securely and will be kept no longer than necessary.  **By signing this Application Form, you agree that:**   * This information will be kept for the duration of the recruitment process. Information pertaining to unsuccessful applicants will be held for a maximum period of one year * Should you be employed, this information will be kept for the length of your employment and for a period of time following this in line with statutory requirements   You have the right to request a copy of the data held on you – requests to review the data we hold on you can be made in writing to the HR Department.  **11. DECLARATION**  I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police.  I give my consent for the personal data supplied to be used for the purposes of recruitment and selection (including obtaining references) and for Jigsaw to send me general updates/marketing material during this time.  Please note: If your application is unsuccessful and another suitable vacancy arises within 6 months of your original application, and which we think might suit your skills and experience, we may contact you to make you aware of the vacancy  Signature of candidate: Click or tap here to enter text. Date: Click or tap to enter a date.  *If you are shortlisted and called for an interview you will be asked to sign your Application Form at that interview*  **PLEASE CHECK THAT YOU HAVE FULLY COMPLETED ALL SECTIONS OF THE APPLICATION FORM AS, REGRETFULLY, INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.** Thank you for applying to Jigsaw. Once you have completed this form in full, please return it to our HR Department by email (careers@jigsawtrust.co.uk) or by post (Jigsaw Trust HR Department, Building 52, Dunsfold Park, Stovolds Hill, Cranleigh, Surrey, GU6 8TB)If you have any questions, please contact a member of our HR teamEmail careers@jigsawtrust.co.uk Telephone: 01483 277366 **SAFEGUARDING CHILDREN and ADULTS AT RISK**  As part of our standard recruitment procedure, Jigsaw is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. If successful you will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and overseas police checks (if applicable) - the costs are covered by Jigsaw. |

**Equal Opportunities Monitoring**

**Please note that this section of the Application Form will be removed on receipt by our HR Team and will be held separately before shortlisting commences**

**Please complete all sections**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which of the following most accurately describes you? *Choose as many of the following options as you like* | | | | | |
| Female | Male | Non-binary | Transgender | Intersex | I prefer not to say |
| Let me describe here  Click or tap here to enter text. | | | | | |

|  |  |
| --- | --- |
| What is your ethnic group? *Please choose whichever applies to you* | |
| **Asian or Asian British**  Includes any Asian background, for example, Bangladeshi, Chinese, Indian, Pakistani |  |
| **Black, African, Black British or Caribbean**  Includes any Black background |  |
| **Mixed or multiple ethnic groups**  Includes any Mixed background |  |
| **White**  Includes any White background |  |
| **Another ethnic group**  Incluldes any other ethnic group, for example, Arab |  |
| **I prefer not to say** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What age group do you belong to? *Please choose whichever applies to you* | | | | | |
| 18-25 | 26-35 | 36-45 | 46-55 | 56- 65 | Over 65 |

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability? *Please choose whichever applies to you* | | |
| Yes | No | I prefer not to say |
| Jigsaw is an equal opportunities employer. Please indicate below if there is anything we need to do or take into consideration to ensure that the recruitment process is fair in relation to any disability you may have or special requirements. Candidates who are invited to interview will be asked in the invitation email if they require any adjustments to be made to the interview or other selection activities.  Click or tap here to enter text. | | |

Jigsaw Trust 07/01/21.1