



**Please complete ALL sections. Application form WILL be used to shortlist candidates.**

POST APPLIED FOR:

**1. PERSONAL DETAILS (please complete in block letters)**

Surname:  Forenames:

Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)  Date of Birth:

Address for Correspondence:  
  
**Addresses last five years:**

Postcode:  Address:  Dates:

Postcode:  Address:  Dates:

Postcode:  Address:  Dates:

Postcode:  Address:  Dates:

Home telephone no:  Mobile telephone no:

Work telephone no:  Extension (if applicable):  Email address:

National Insurance No:

Teacher Reference/DFE no:   
(if applicable)

Portable DBS No & name on certificate (applicable only if you pay an annual fee to DBS Update Service)

**2. PRESENT OR LAST EMPLOYER**

Name and address of employer:

Postcode:

Nature of business:

Present annual salary or weekly wage (gross):



Hours/sessions worked per week:			
Date appointed:			
Reason for leaving or for seeking other employment:			
Brief description of duties:			

### 3. PREVIOUS EMPLOYMENT

Starting with the most recent first, please continue on separate sheet if necessary

Employer name & address	Job title/post	Grade & salary/wage	Full or part-time (if part-time, give hours or sessions)	Dates (month/year)	Reason for leaving

### 4. EDUCATION, QUALIFICATIONS & RELEVANT TRAINING

Including GCSE's and above

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

### 5. INFORMATION TO SUPPORT YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

**NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.**

### 6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without



reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Do Talk Write Ltd reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Status:	
Organisation			
Address			
Postcode			
Telephone			
Email address:		How long known:	
Name (Referee 2):	Status:		
Organisation			
Email address:	How long known:		
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

## 7. DISCLOSURE OF CRIMINAL BACKGROUND

DTW Ltd is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

If the post for which you are applying requires a Disclosure and Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>



Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If YES to any of the above questions, please give brief details including dates.

DTW Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. Successful applicants will receive DTW Ltd's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 8. GENERAL

Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you PC literate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you on the DBS Update Service?	YES <input type="checkbox"/> NO <input type="checkbox"/>  If yes, what is your DBS number?
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This information is required, including that related to warnings regarded as "spent" in order for the DTW Ltd to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of the services. You are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

## 9. EQUALITY ACT 2010

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. DTW Ltd is committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please tick the appropriate box below. Do you consider yourself to be disabled? YES  NO

## 10. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer. If successful, your personal information will be retained whilst you are an employee and used for payroll, and personnel administration. This information will be only disclosed when there is a statutory reason for doing so.

## 11. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be



required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with DTW Ltd.

applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

Signed:

Date:

Please return your completed form by email to [info@dotalkwrite.co.uk](mailto:info@dotalkwrite.co.uk)

Please use this sheet for any additional information that you wish to include;