

Job Application Form

Position Applied For:	
Please tell us how you heard about this vacancy:	

Personal Details

First name(s):	Surname:
Title: Mr/Mrs/Miss/Ms/Dr/ Other:	Given names:

Address:	
Telephone Number:	Mobile Number:
Email Address:	

Are you eligible to work in the UK and hold one of the following? Please mark the relevant box with an "X". Please note, The Bell Foundation is only able to accept applications from candidates who are eligible to work in the UK and does not sponsor applications for work visas.

EU Citizenship	Valid Tier 1 Visa	Valid Tier 4 Visa	Valid Tier 5 Visa
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Employment History

Please supply a full history, including any gaps, in chronological order, starting with the most recent job:	
Employer:	Dates (from/to):
Job Title:	Reason for Leaving (and notice period):
Brief Description of Duties:	
Employer:	Dates (from/to):
Job Title:	Reason for Leaving:
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Brief Description of Duties:	

Education and Qualifications

Please list your educational history and qualifications, starting with the most recent (please use extra sheets if you need to)			
Dates	Qualification	Name of Provider	Grade

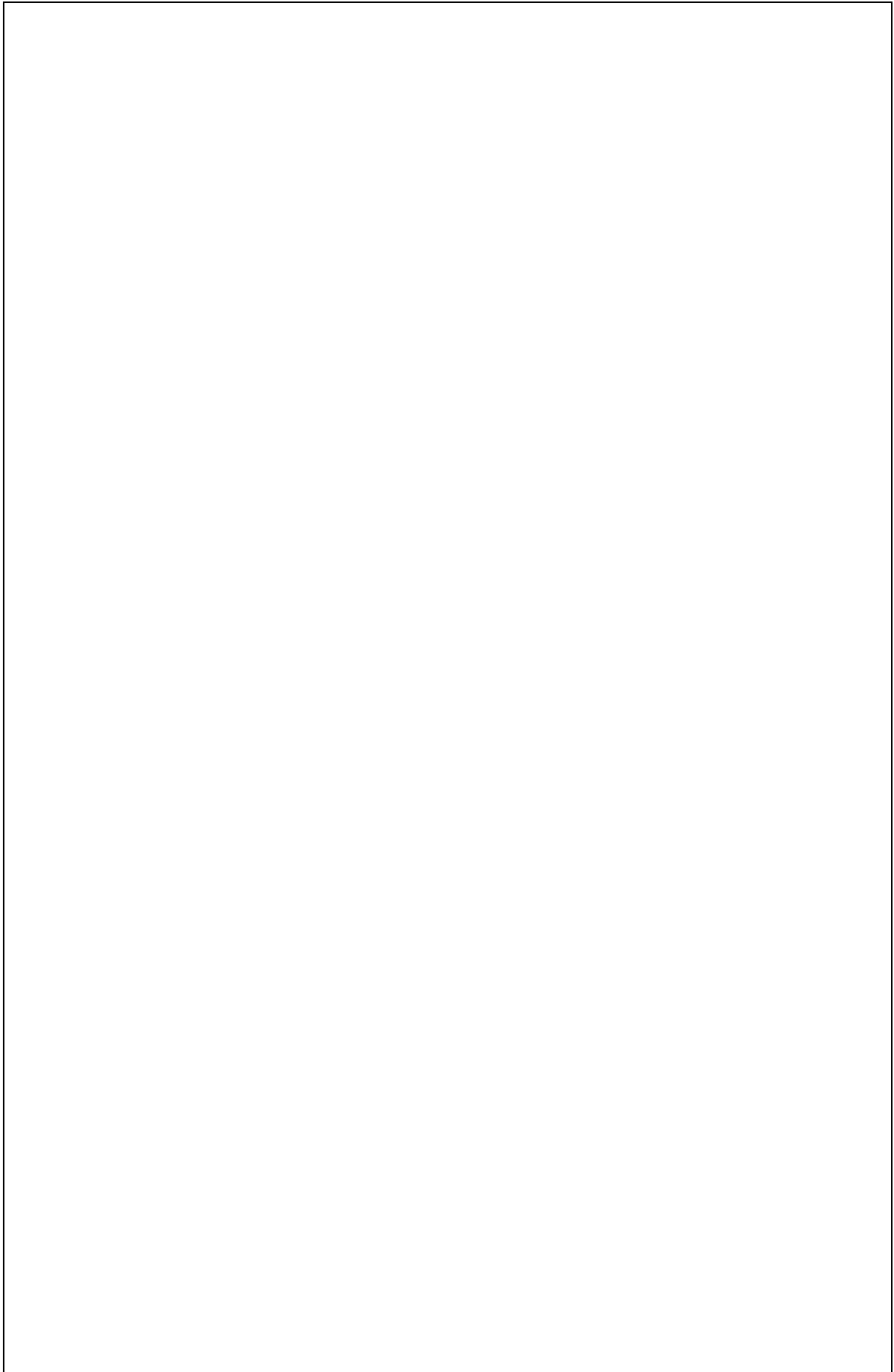
Membership of Professional Bodies

Name of Professional Body	Grade of Membership (where appropriate)

Experience

Skills, Abilities and Experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving specific examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. This should be no more than two sides of A4.



References

Please provide reference details spanning the past 5 years. This must include a minimum of three referees, one of which must be your current or most recent employer and must be your line manager in that role.	
First Referee:	
Name:	Job Title:
Organisation:	Relationship to you:
Address:	
Telephone Number:	Email Address:
Employment Dates:	Are you happy for us to contact this referee prior to your interview? Yes/ No
Second Referee:	
Name:	Job Title:
Organisation:	Relationship to you:
Address:	
Telephone Number:	Email Address:
Employment Dates:	Are you happy for us to contact this referee prior to your interview? Yes/ No
Third Referee:	
Name:	Job Title:
Organisation:	Relationship to you:
Address:	
Telephone Number:	Email Address:
Employment Dates:	Are you happy for us to contact this referee prior to your interview? Yes/ No

All offers of employment are subject to satisfactory references; the successful candidate cannot commence employment until these have been obtained.

Compulsory Declaration of Any Convictions, Cautions or Reprimands, Warnings or Bind-Overs

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You must therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any convictions, cautions or reprimands, warnings or bind-overs?*	Yes/ No
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* If the answer is "yes" you must record full details in a separate, sealed envelope marked with your name and "Confidential: Criminal Record Declaration" and send it to: Human Resources, Hillscross, Red Cross Lane, Cambridge, CB2 0QU.

Declaration

<p>To meet DBS (formally known as CRB) requirements, your application may be subject for identity verification with a Credit Reference Agency. By signing the below you consent to The Bell Foundation, where necessary, undertaking such search to help confirm your identity. Such a search will not be visible to any lender and will not impact your credit rating.</p>	
<p>Safeguarding Policy:</p> <ul style="list-style-type: none"> • The Bell Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. • All applicants who will be based on a school site must be willing to undergo child protection screening appropriate to the post, including checks with past employers and Disclosure and Barring Service checks (formally known as Criminal Records Bureau). 	
<p>GDPR Statement</p> <p>The Bell Foundation is committed to complying with the principles and requirements of the Data Protection Act 2018 and the General Data Protection Regulation in relation to the holding and processing of your personal data, including special categories of data.</p>	
<p>Providing false information is an offence and could result in the application being rejected or dismissal if the applicant has been selected. Please sign and date in the box below.</p>	
Signed:	Date: