



# APPLICATION FORM 2023

## DANDELION EDUCATION LTD

### CONFIDENTIAL

Post Applied for:	
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**Availability for work:**  
(Please state hours)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

### A. Personal details

Title:

Surname:

Forename(s):

Address:

Postcode:

Work Tel No.:

Personal Tel No:

Email Address:

Current Driving Licence:

DBS number:

Are you registered for the automatic update service?

YES / NO

Details of Current Endorsements:





## B. EDUCATION, TRAINING & QUALIFICATIONS

Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Memberships of Professional Bodies

(i)

SCHOOLS	Dates	Qualifications

(ii)

COLLEGE / UNIVERSITY	Dates	Qualifications

(iii)

OTHER TRAINING	Dates	Qualifications





### C. EMPLOYMENT HISTORY

(Please begin with most recent employer)

Name & Address of Employer	Dates to and from	Job Title	Wage/Salary	Reason for leaving

### D. CURRENT ROLE

Please describe your duties in your current/most relevant role if applicable:  
(Continue on separate sheet if necessary.)





## E. REFERENCES

Please give names and addresses of two referees. One should be your present employer/last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to undertake your role.

Name	
Occupation	
Address	
Contact Number	
Email	
Capacity in which they know you	

Name	
Occupation	
Address	
Contact Number	
Email	
Capacity in which they know you	





## F. CRIMINAL RECORD

In accordance with the rehabilitation of offenders act 1974 (exceptions) order 1975, you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile

Do you have any criminal convictions? YES / NO

Are you currently the subject of any criminal proceedings or police investigations YES / NO

Please disclose any criminal convictions/date/nature of summons/charge/caution: Court Sentence or order (Include any reprimands and cautions) which will be brought to light during the DBS process.

## G. COVID-19 VACCINATION RECORD.

Are you fully vaccinated? YES / NO

Date of 1st vaccination	Date of 2nd vaccination	Date of 3rd vaccination





## H. ABOUT YOU

Please explain why you have chosen to apply for a post with Dandelion; what appeals to you specifically; demonstrate that you have the knowledge, skills, experience and qualities suitable for working in the role.

## I. ADDITIONAL INFORMATION

Please use this section to provide any additional information that supports your application.





### J. LEISURE

Please note any sports, hobbies, pastimes etc

### K. DATA PROTECTION NOTIFICATION (Please read this carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

### L. AUTHORISATION

I have read the Data Protection Notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998

Signed: ..... Date: .....

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed..... Date.....

I confirm that if offered the position I consent to a Criminal Records Check (DBS) being undertaken.

Signed..... Date.....





## M. RIGHT TO WORK

I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment or two from the following
- an official document bearing a national insurance number along with:
  - a birth certificate, or a letter from the Home Office, or an immigration status document
- a work permit, along with:
  - a passport, or a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question

Signed: ..... Date: .....

