



This form should be **typed or written clearly in black ink**. Please complete Personal Details in block capitals and ensure it is fully completed and signed on the final page. Thank you.

## Application Form

Ref / Position Applying for			
<b>Personal Details</b>			
Full Name and previous name(s)			
Address and post code			
Email address			
Phone Numbers			
Driving Licence	<input type="checkbox"/> No licence held <input type="checkbox"/> Provisional licence only <input type="checkbox"/> Full driving licence	<input type="checkbox"/> Full driving licence currently on suspension due to ill-health or ban Distance prepared to travel.....	
Do you own or have access to a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a current DBS? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, please give full number and date: QTS: <input type="checkbox"/> Yes <input type="checkbox"/> No DfE No: .. / .....	
<b>Education History – qualifications gained after 16 years old</b>			
	Location	Dates	Qualifications
A-Levels/Highers			
Further Education			
Other Qualifications and Grades			

<b>Current Employment</b>	
Current job title	
Employer	
Start date	
Address and post code	
Current salary	
Responsibilities & duties	
Notice Period Required:	

<b>Past Employment History</b> <i>(start with the most recent before current and work backwards)</i>	
Job title	
Start and end dates	
Employer	
Address and post code	
Salary on leaving	
Responsibilities & duties	
Reason for Leaving	
<b>Employment History</b>	
Job title	
Start and end dates	
Employer	
Address and post code	
Salary on leaving	
Responsibilities & duties	
Reason for Leaving	
<b>Employment History</b>	
Job title	
Start and end dates	
Employer	
Address and post code	
Salary on leaving	
Responsibilities & duties	
Reason for Leaving	

*Please continue on a separate sheet if necessary - you may include a max 2 page CV if preferred*

## Experience and interests

Please tick if you have proven expertise in:

- Event planning and management
- Varied use of IT
- Financial/Budget management
- Customer Service
- Managing a team

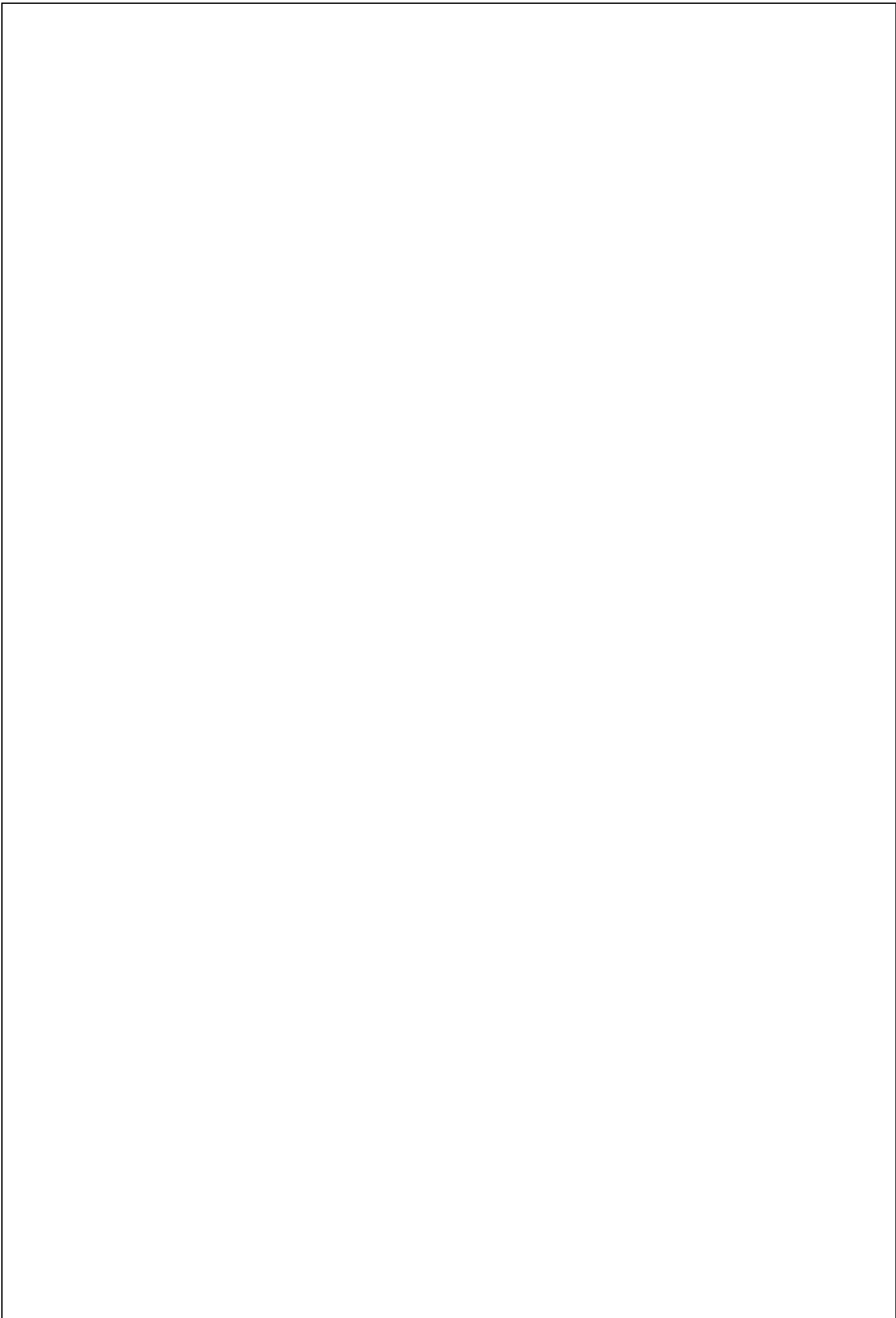
Other relevant to application, please specify and refer to/evidence in supporting statement

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Outside interests and hobbies:

## Supporting Statement

*Use this space to write a statement to help support your application, referring to the job description and person specification where appropriate - If necessary, continue on additional sheets.*



## References

Please supply the names and contact details of at least two referees who we can contact to support your application.

Current Employer Referee	Name	
	Job Title	
	Address	
	Telephone: Email address:	
	Relationship	
	May we contact this referee in advance of an interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Referee	Name	
	Job Title	
	Address	
	Telephone: Email address:	
	Relationship	
	May we contact this referee in advance of an interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Declarations

Details of any convictions:

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of offenders Act 1974. Applicants therefore are not entitled to withhold information about convictions and, in the event of being appointed, any failure to disclose such conviction could result in dismissal or disciplinary action by Berkshire Maestros. Any information given will be completely confidential.

If after interview it is decided to offer you the post, your written permission will be sought for the check with the police to be carried out prior to confirmation of your appointment.

Have you applied to work for Berkshire Maestros previously? Do you need a work permit to work in Great Britain	Yes / No Yes/ No
Have you applied to work for Berkshire Maestros previously for an administrative post?	Yes / No
Have you been disqualified from working in Childcare ?	Yes / No

If you are a registered disabled person, please give RDP number	Where did you see this post advertised?
Do you suffer from any health condition or disability for which you might need assistance to carry out your duties or in order to attend the interview? <b>YES/NO</b> ( – please delete as appropriate). If YES, please give details and you will be required to complete an Occupational Health Assessment form if your application is successful:	

I declare that the information given in this application form is true and I must notify Berkshire Maestros CEO or DSL in writing immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children.

### CANVASSING IN ANY FORM WILL DISQUALIFY A CANDIDATE

Berkshire Maestros is an equal opportunities employer. Decisions relating to employment are made with regard ONLY to the requirements of the post. No applicant or employee will be treated less favourably than any other on grounds of race, gender, disability, marital status or age.

Should the information contained in this document be held on a computer, any item of personal data will be subject to and comply with GDPR and the Berkshire Maestros Data Protection Policy.

Berkshire Maestros fully recognises its responsibilities for child protection and ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children. Full details of our policy can be viewed on our website [www.berkshiremaestros.org.uk](http://www.berkshiremaestros.org.uk)

Signed		Date	
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Please complete this form and email electronically to [dawngarside@berkshiremaestros.org.uk](mailto:dawngarside@berkshiremaestros.org.uk) Receipt will be acknowledged.

Alternatively, this form could be completed and returned by post to

Dawn Garside, Berkshire Maestros, Stoneham Court, 100 Cockney Hill, Reading, Berkshire RG30 4EZ

Please remember to use the correct postage for the size of envelope.

CS Jan 2018