**EDUCATION FOR INDUSTRY - APPLICATION FORM**

**Please complete the below Application Form to apply for a job at the Education for Industry Group.**

All our current live job listings can be found on our website here: [**Jobs at the EFI**](https://www.fashionretailacademy.ac.uk/jobs-at-the-fra).

CONFIDENTIAL DISCLOSURE FORM

As part of your application, we require you to complete and sign the [**Confidential Disclosure Form**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure.eu1.adobesign.com%2Fpublic%2FesignWidget%3Fwid%3DCBFCIBAA3AAABLblqZhA9ydGn9lsSeEgifImRTmXtS6_nzCnpWL70kLFZZZ-GUvIpMWTpkTalR4dKgO1SPxU*&data=05%7C01%7C%7C59544b012ecf48b6e6f808dbf7d151ad%7C6839e4a13eaa4c69856a04099119522b%7C0%7C0%7C638376250654844729%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=teO3FIqyQ3pMqp%2BqNvW%2FWMirwfgS7i%2BO5h6h3h9TjUY%3D&reserved=0) here. *This information given by you in the Confidential Disclosure Form will be dealt with separately from the rest of your application will be kept confidential with HR until such time as an appointment is potentially made.*

SAFEGUARDING STATEMENT

At the EFI, safeguarding and promoting the welfare of children, young people and vulnerable adults is paramount. We expect all our staff and prospective staff to share this commitment.

Consequently, we are committed to adopting the most robust recruitment procedures. The EFI’s recruitment procedures ensure that all staff and volunteers who come into our premises are subject to the highest level of checks applicable to the work they are carrying out. These include an identity check, a right to work check, an enhanced DBS check, overseas criminal record checks (where applicable), comprehensive employment reference checks (including reasons for any gaps in employment), prohibition from teaching checks (where applicable), verification of relevant qualifications, and online searches to identify any incidents or issues that need to be discussed with the applicant before commencing work at the EFI, to ensure their suitability to work with our students.

Please read our [**Safeguarding Policy**](https://www.fashionretailacademy.ac.uk/media/ztqn3kj3/safeguarding-policy-2023.pdf) here for further information.

**DATA PROTECTION**

Please read our [**Privacy Notice for our Recruitment & Selection Process**](https://www.fashionretailacademy.ac.uk/media/kdjlphcj/fra_privacy-notice_recruitment-and-selection-process_march-2023.pdf) detailing how we process and safeguard your personal information in accordance with the General Data Protection Regulations (GDPR). We are committed to the safe and secure handling of all personal information we hold for individuals, and we are transparent about why we need, how we use and how we store your personal information.

**CONTACT US**

If you are unable to provide all the information required in this form or are unsure what information you need to provide or require any additional information at any stage, please contact [**recruitment@fra.ac.uk**](mailto:recruitment@fra.ac.uk)**.** We ensure our recruitment procedures and practices are accessible to the widest possible audience. Please contact our Recruitment Team if you have any questions or require the application form in a different format.

**EFI APPLICATION FORM**

**PERSONAL DETAILS**

Please provide your personal details and contact details below.

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| **PERSONAL DETAILS:** | |  |  |
| **First Name:** |  | | |
| **Surname:** |  | | |
| **Title:** | Choose an item. | **Pronouns:** | Choose an item. |
| **Preferred Name:** |  | **Any Former Names:** |  |
| **Date of Birth:** | Click or tap to enter a date. | | |
| **Address:** |  | | |
| **Email Address:** |  | | |
| **Telephone:** |  | | |

**JOB APPLICATION DETAILS**

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| --- | --- |
| **JOB APPLICATION DETAILS:** | |
| **Position Applied For:** |  |
| **Where did you hear about this vacancy?** | Choose an item. |

**RIGHT TO WORK IN UK**

Please provide the details of your Right to Work in the UK. The EFI is unable to accept applications from those who require employer sponsorship. Please note that you will be required to provide original documentary evidence of your right to work in the UK at interview stage. If you are not sure about the status of your Right to Work in the UK, please follow this [**link**](https://www.gov.uk/browse/visas-immigration/work-visas) to the Gov.uk Working in the UK website.

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| **RIGHT TO WORK DETAILS:** | |
| **Do you have the right to work and live in the UK without restriction?** | Choose an item. |
| **Please confirm your current status in terms of entitlement to work in the UK** | Choose an item. |
| **If you have answered no above, would you be able to secure the right to work in the UK with a job offer?** | Choose an item. |

**ADDITIONAL DETAILS**

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| **ADDITIONAL DETAILS:** | |
| **Are you currently employed by the Education for Industry Group (EFI)?** | Choose an item. |
| **If yes, please confirm your current job title.** |  |
| **Have you previously worked for the Education for Industry Group (EFI)?** | Choose an item. |
| **Are you related to any current employees, pupils, or governors of the Education for Industry Group (EFI)?** | Choose an item. |
| **If yes, please state their name and the nature of your relationship.** |  |
| **Have you been referred to this position by a member of the Education for Industry Group (EFI)?** | Choose an item. |
| **If yes, please provide their name.** |  |
| **Would you like to join our Talent Bank? If so, we will retain your application for 6 months and contact you should any similar vacancies arise.** | Choose an item. |

**EDUCATION/QUALIFICATIONS**

List **all** education and qualifications, including any you are currently completing. Please list your most recent qualifications first.

If a qualification is not complete, please enter expected grade and completion date.

For each qualification, you must include the Qualification Level (e.g., BA, GCSE, A Level etc), the Subject (e.g., Maths, English), the Grade Obtained (e.g., Pass, Merit, A, B, 2:1) and the date that you obtained the qualification.

*Please note that you will be required to present original certificates of relevant qualifications at interview stage.*

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| **EDUCATION AND QUALIFICATIONS:** | |  |  |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
|  |  | | |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
|  |  | | |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
|  |  | | |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
| **EDUCATION AND QUALIFICATIONS:** | | | |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
|  |  | | |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
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| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
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| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
|  |  | | |
| **School/College/University:** |  | | |
| **Qualification:** | Choose an item. | | |
| **Subject:** |  | **Grade:** |  |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |

**TRAINING**

Please provide details of any relevant training that you have attended (most recent first).

Please provide information on any training that you have. This must include the date you attended the training, the Course Title/Subject, the Provider and Duration of the Course (e.g., 2 hours, 1 day, 3 days etc).

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| **TRAINING:** | |  |  |
| **Training Provider:** | **Course Title/Subject:** | **Duration of Course:** | **Date:** |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS & INSTITUTES**

Please provide details of any relevant professional bodies that you belong to.

|  |  |  |  |
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| **MEMBERSHIP/PROFESSIONAL BODIES:** | |  |  |
| **Professional Body:** | **Reg. Number:** | **Membership Status:** | **Expiry Date:** |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |

**PROFESSIONAL TEACHING STATUS**

Please provide details of your professional teaching status, if applicable.

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| **PROFESSIONAL TEACHING STATUS:** | |
| **What is your professional teaching status?**  **More information can be found here:**  [**https://www.gov.uk/guidance/qualified-teacher-status-qts**](https://www.gov.uk/guidance/qualified-teacher-status-qts) | Choose an item. |
| **If you selected ‘Other’, please specify:** |  |
| **Teacher registration number, if applicable:** |  |

**CURRENT/MOST RECENT EMPLOYMENT HISTORY**

Please provide your **current or most recent employment history** for your last two employments. Please also include unpaid/volunteering/work experience if relevant. For each entry, please detail the Name of the employer, the dates that you were employed with them, your Job Title whilst employed, a summary of your duties, your notice period, your salary and your reason for leaving.

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| --- | --- | --- | --- |
| **CURRENT OR MOST RECENT EMPLOYMENT HISTORY:** | | | |
| **Current Employer:** |  | | |
| **Current Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Summary Of Main Duties / Key Responsibilities:** |  | | |
| **Key Achievements:** |  | | |
| **Notice Period:** |  | **Current Salary:** |  |
| **Reason for leaving:** |  | | |

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| **SECOND MOST RECENT EMPLOYMENT HISTORY:** | | | |
| **Employer:** |  | | |
| **Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Summary Of Main Duties / Key Responsibilities:** |  | | |
| **Key Achievements:** |  | | |
| **Reason for leaving:** |  | | |

**FULL EMPLOYMENT HISTORY**

Provide your **full employment history** in chronological order (most recent first).

Please include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education. Add space where needed.

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| **ALL PREVIOUS EMPLOYMENT HISTORY:** | | | |
| **Employer:** |  | | |
| **Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Key Achievements:** |  | | |
| **Reason for leaving:** |  | | |
|  | | | |
| **Employer:** |  | | |
| **Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Key Achievements:** |  | | |
| **Reason for leaving:** |  | | |
|  | | | |
| **Employer:** |  | | |
| **Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Key Achievements:** |  | | |
| **Reason for leaving:** |  | | |
| **ALL PREVIOUS EMPLOYMENT HISTORY:** | | | |
| **Employer:** |  | | |
| **Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Key Achievements:** |  | | |
| **Reason for leaving:** |  | | |
|  | | | |
| **Employer:** |  | | |
| **Position Held:** |  | | |
| **Employed From:** |  | **Employed To:** |  |
| **Key Achievements:** |  | | |
| **Reason for leaving:** |  | | |

**EMPLOYMENT/EDUCATIONAL GAPS**

Please provide the full details for any gaps in employment or educational history - provide details of any periods of time not accounted for within the above employment history, which may include unpaid/voluntary work or family commitments.

Please be as detailed as possible. We will be cross-referencing this against your employment/educational history, so please ensure you provide accurate information and dates. HR will be in touch if we need any further clarification or details. Please also contact our Recruitment team if you would like to discuss this section.

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| **EMPLOYMENT/EDUCATIONAL GAPS:** | |  |  |
| **Dates:** | **Reason:** | | |
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**SUPPORTING INFORMATION**

Please provide evidence in the box below that demonstrates how you meet the requirements for the role as can be found in the person specification. This can be qualifications, experience, knowledge or skills gained through any relevant paid/voluntary work or through study/training.

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| **PERSONAL STATEMENT:** |
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**FURTHER INFORMATION**

If there is further information you would like to supply in support of your application, then you can add it here, such as hobbies and interests.

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| **FURTHER INFORMATION:** |
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**REFERENCES**

Please give the names of **two** professional referees below, covering at least the last two years of employment. Pleaseprovide referee details for:

* Your current or most recent employer.
* Your most recent employer from when you last worked in education/with children, or where this is not applicable, your second most recent employer.
* Where you are not current working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
* If your references do not cover the last three years of employment, please provide a third reference.

You must provide work email addresses for your referees. We do not send reference requests to personal email addresses.

Please note that references will not be accepted from relatives or those writing solely in the capacity of friends.

Open references provided by you will also not be accepted. Educational references must be provided from the Headteacher to adhere to safeguarding practices.

***It is normal practice to take up references on shortlisted candidates at interview stage.*** *This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.*

*If you do* ***not*** *wish us to contact your referees at interview stage, please let us know by selecting ‘no’.*

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| **1ST REFEREE (CURRENT / MOST RECENT EMPLOYER):** | |
| **Employer:** |  |
| **Address:** |  |
| **Name of referee:** |  |
| **Referee’s job title:** |  |
| **Referee’s relationship to you:** |  |
| **Referee’s email address:** |  |
| **Referee’s tel. number:** |  |
| **REFERENCE AUTHORISATION:** | |
| **Please confirm if you consent to this reference being requested at interview stage:** | Choose an item. |

|  |  |
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| **2ND REFEREE:** | |
| **Employer:** |  |
| **Address:** |  |
| **Name of referee:** |  |
| **Referee’s job title:** |  |
| **Referee’s relationship to you:** |  |
| **Referee’s email address:** |  |
| **Referee’s tel. Number:** |  |
| **REFERENCE AUTHORISATION:** | |
| **Please confirm if you consent to this reference being requested at interview stage:** | Choose an item. |

*If your above references do not cover the last three years of employment, please provide an additional third referee.*

|  |  |
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| **3RD REFEREE (IF REQUIRED):** | |
| **Employer:** |  |
| **Address:** |  |
| **Name of referee:** |  |
| **Referee’s job title:** |  |
| **Referee’s relationship to you:** |  |
| **Referee’s email address:** |  |
| **Referee’s tel. Number:** |  |
| **REFERENCE AUTHORISATION:** | |
| **Please confirm if you consent to this reference being requested at interview stage:** | Choose an item. |

**DECLARATION**

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| **DECLARATION AND SIGNATURE:** | | | |
| **I certify to the best of my knowledge and belief that the information given in this application is true and accurate. I understand that if the information is false or misleading it may lead to any offer of employment being terminated or withdrawn.** | | | |
| Choose an item. | | | |
| **Signed:** |  | **Date:** | Click or tap to enter a date. |