

**Arts Educational Schools London**  
**Cone Ripman House**  
**14 Bath Road**  
**Chiswick, London W4 1LY**  
 Telephone 020 8987 6666  
 Fax 020 8987 6678

**EMPLOYMENT APPLICATION COVER SHEET**

Please attach this cover sheet to the front of your Curriculum Vitae and letter of application. Applicants for all posts must supply an up to date Curriculum Vitae and a personal, written statement outlining your strengths as a potential employee.

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

<b>Position applied for:</b>		<b>Date of application:</b>
<b>Where did you see this job advertised?</b>		

**Personal details**

Last Name:	Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names:
Address:		
Post code:		
E-mail address:	Confidential fax number:	
Home Telephone number:	Mobile telephone number:	

**Current Employment** (if applicable)

Name and address of current employer:		
Employer's Telephone :		
Position held/main areas of responsibility:		
Current salary:	Grade:	How long have you been employed in this post?
What period of notice are you required to give to your present employer?		
Reason for leaving (if appropriate)		

**Previous Employment**

*Starting with the most recent job list previous employment providing all the details requested. Include periods of unemployment*

<u>Dates</u>	<u>Employer</u>	<u>Name /Address</u>	<u>Post</u>	<u>Salary</u>	<u>Reason For Leaving</u>

**Other previous jobs and/or gaps in employment**

**Brief Statement of Application**

*Please briefly state your reasons for applying for this post. Make sure that you read the enclosed Job Description before you complete this section. It is important that you attach to this application form a letter of application, more fully outlining your suitability for the post.*

**Education/Training & Development**

*Please state qualifications obtained, together with dates, subjects etc. You may need to provide evidence of qualifications gained.*

<u>Schools, College, Universities or Institutes</u>	<u>Course</u>	<u>Dates</u>	<u>Qualifications</u>
---	---------------	--------------	-----------------------

List other relevant qualifications or courses attended, including membership and status of any relevant Professional or Technical Associations.



## Rehabilitation of Offenders Act 1974

*If the post for which you are applying is based in a school or otherwise has substantial unsupervised access to children you will need to respond to statement (a) and read statement (b).*

### **a. Rehabilitation of Offenders Act 1974**

Because of the nature of the work for which you are applying this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to state whether or not you have any convictions or criminal charges or summonses pending against you whether or not your conviction is regarded as "spent". In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

### **b. Protection of Children: Disclosure of criminal background of those with access to children**

All posts based in establishments which deal exclusively or mainly with children and young people or posts involving work with children or young people are defined by the Criminal Justice and Court Services Act 2000 as 'Regulated Positions' and the name of the successful candidate will be submitted to the Criminal Records Bureau for Disclosure of criminal conviction(s). This will include details of cautions, reprimands, final warnings, police enquiries and pending prosecutions as well as convictions. If your employer finds anything in that record which might be considered prejudicial to his/her working with children or young people then the appointment may not be confirmed.

Have you ever been convicted of a criminal offence? Yes  No

**If yes, please set out the details of the conviction(s) including dates below:**

For staff applying to work where they have unsupervised access to vulnerable adults or children, it is a requirement of our recruitment procedures that you disclose any pending prosecutions, cautions and bindover orders.

Have you ever been cautioned, bound over or have any outstanding prosecutions? Yes  No

**If yes, please give details including dates below:**

## Nationality

Are you a UK or EU / EEA Citizen? Yes  No

If not, it is possible that you may not be eligible to work in the UK without a work permit / visa.

Please indicate if you will require a work permit Yes  No

If 'NO' please indicate the basis on which are eligible to work in the UK

## Prevention of Fraud

This Charity is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I declare that the information on my form is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise Arts Educational Schools London to check the information supplied. I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal.

Signed:

Date .....

**PLEASE RETURN THIS APPLICATION FORM TO:**

**Carolyn Daniel, Human Resources, Arts Educational Schools London, Cone Ripman House,  
14 Bath Road, Chiswick, London W4 1LY**

Telephone: 020 8987 6697

Website: [www.artsed.co.uk](http://www.artsed.co.uk)

# Equal Opportunities in Employment Monitoring Form

## Note to applicants

Arts Educational Schools London confirms its commitment to a comprehensive policy of equal opportunities. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.

Arts Ed is committed to a programme of action to ensure that this policy is fully effective. In order to operate a successful Equal Opportunities policy it is necessary for us to collect the relevant information from all our applicants and employees. The information supplied will be dealt with in the strictest confidence and will be used only for the purpose of monitoring.

- **Completion of this section is not compulsory**
- **Any information supplied by you will remain confidential, will be detached from your application and will not be used for selection purposes**

### 1. Ethnic Origin:

How would you describe yourself?

#### White

British  11  
White Irish  12  
Other white background  19

#### Black or Black British

Black or Black British - Caribbean  21  
Black or Black British - African  22  
Other Black background  29

#### Mixed

Mixed - White and Black Caribbean  41  
Mixed - White and Black African  42  
Mixed - White and Asian  43  
Other Mixed background  49

#### Asian or Asian British

Asian or Asian British - Indian  31  
Asian or Asian British - Pakistani  32  
Asian or Asian British - Bangladeshi  33  
Other Asian background  39

#### Chinese

Chinese  34

#### Other Ethnic (please describe below)

Other Ethnic background  80

Description: .....

### 2. Disability:

Do you consider yourself to be disabled? Yes  No

(This need not be a disability which affects your ability to carry out your job)

### 3. Age:

Date of birth: .....

### 4. Gender:

Are you: Female  Male

### 5. Marital Status:

Are you married? Yes  No

6. Nationality: .....