



Overcoming barriers – achieving success

Application Form

All applicants will be vetted via a list 99 check prior to interview. The successful applicant(s) will then complete an Enhanced DBS check. All areas of this application form must be completed in full. Your application will not be accepted if any areas are missing information. Exceptional Ideas Ltd is committed to safeguarding as an organisation.

Personal details

Position applied for:

Title:

Full name:

Previous name:

Date of birth:

National Insurance number:

Qualified to work in the UK:

Contact details

Mobile telephone:

Home telephone:

Home Address:

Email:

Current employment

Name of Employer (company name):

Job Title:

Contract (full-time/part-time):

Notice period required:

Reason for leaving:

Salary:

Additional allowances:

Previous employment

Name of Employer (company name):

Job Title:

Contract (full-time/part-time):

Notice required:

Reason for leaving:

Salary:

Additional allowances:

(please add other employment history below if you need to)

Gaps in employment history: (Please give reason(s) for any gaps in employment history, including dates to - from)

Education

Higher education

Degree/course	University	Qualification	Years attended

A-levels or equivalent

Subject	Exam	Grade
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College attended:

GCSE's or equivalent

Subject	Exam	Grade

School attended:

Professional qualifications

Personal interests

Supporting statement

Additional skills

Referees

Current or most recent employer (please note: employers are contacted prior to interview, in line with Exceptional Ideas Ltd Safer Recruitment policy. You must provide an email address for each referee, we are unable to accept references direct from applicant).

Title:

Name:

Position held:

Organisation:

Capacity:

Address:

Email address:

Telephone:

Second referee

(please note employers are contacted prior to interview)

Title:

Name:

Position held:

Organisation:

Capacity:

Address:

Email address:

Telephone:

Declarations

Any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country?

Included in any list of people barred from working with children by the DBS or the DFE.

DBS Update Service registration number:

Restrictions on being resident or being employed in the UK?

Lived outside the UK for more than three months in the past five years?

Driving License (please note that your driving license will be checked)

All applicants must hold a full driving license and have or be willing to have business insurance cover on their own vehicle.

Full license?

Yes/No

Any driving convictions (this includes penalty points or ban in the last five years)

Willing to have business insurance?

Yes/No

All information and declarations may be subject to checks through various websites and companies. By completing and submitting this application form you authorise these checks to take place. All information gathered will be treated confidentially and secured on personnel file.