



# NLTG

NORTH LANCS TRAINING GROUP

# APPLICATION FOR EMPLOYMENT

# GUIDANCE NOTES FOR APPLICANTS

## Section 1- Personal Details

Please ensure that all details are accurate as we will use these to communicate with you regarding potential interviews etc.

## Section 2- Other Information

NLTG has a duty to confirm that any potential staff have the right to work in the UK.

Please give details of any current endorsements you have on your driving licence.

### **Criminal Convictions:**

As an education provider, employment at NLTG is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment is therefore subject to a satisfactory enhanced Disclosure and Barring Service Check (DBS).

Please select 'Yes' when answering this question if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance.

Further information can be found at: [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance)

If you have selected 'Yes', and are selected for interview, you will be required to complete a disclosure form and provide this to the interviewer in a sealed envelope when you attend for interview. This disclosure form will only be opened and viewed by the Managing Director/Designated Safeguarding Lead if you are a potential successful applicant. Any disclosure forms submitted by unsuccessful candidates will not be opened/viewed and will be securely destroyed in line with NLTG's privacy policy and GDPR regulations.

If you have any previous convictions or cautions, you may still be eligible for employment. However, failure to declare any convictions where a subsequent DBS check reveals any previous convictions, may result in the withdrawal of an offer of employment.

In addition to Criminal Convictions and DBS Checks/Information, where an applicant is to be selected for interview, the company will also conduct social media account reviews / checks in line with its safer recruitment practices.

## Section 3- Current or Most Recent Employment

Please give full details of your current or most recent position of employment.

## Section 4- Previous Employment

Please give full details of your previous employment history.

## Section 5- School, Further and Higher Education

Please give full details of your education to date, including grades and results where applicable.

## Section 6- Other Relevant Training

Please give full details of any other training you have undertaken which you feel is relevant to the position you are applying for. Please also tell us about any current study/course of training you are undertaking.

## Section 7- Professional Memberships

Provide details of any professional memberships you currently hold that you consider relevant to the position you are applying for.

## Section 8- Additional Supporting Information

This is an opportunity for you to let us know why you feel you are the ideal candidate for the role you are applying for. Please detail how you meet the requirements as detailed in the job description and person profile.

## Section 9- References

Please provide full contact details of two referees. Please indicate clearly whether these referees can be contacted prior to an offer of employment or not.

# APPLICATION FOR EMPLOYMENT

## Post Details

Position applied for

Where did you hear of the vacancy?

## Section 1- Personal Details

Title

Surname

First Name(s)

Preferred Name (if different)

Address

Postcode

Email

Mobile Phone Number

Home Phone Number

National Insurance Number

## Section 2- Other Information

Do you have the right to work in the UK?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Are you aware of any restrictions that may affect your application to/potential employment by NLTG?

<input type="checkbox"/>	<input type="checkbox"/>
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Do you have a current full UK Driving Licence?

<input type="checkbox"/>	<input type="checkbox"/>
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Do you have any current/pending driving endorsements?

<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please give details:

Do you have any objections to NLTG verifying your driving licence via DVLA?

<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please give details:

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

## Criminal Convictions (see guidance notes)

Yes No

Do you have any spent or unspent criminal convictions?

 

If yes, please refer to the guidance notes on how to disclose these.

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## DBS

Are you registered on the Disclosure and Barring Service (DBS) updating service?

 

If yes, do you give consent for NLTG to access your record?

 

If no, do you have any objection to NLTG verifying with the DBS your suitability to work in regulated activity? E.g. close, unsupervised contact with children.

 

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## Section 3- Current or Most Recent Employment

Name of Employer

Address (including postcode)

Telephone Number

Nature of Business

Position Held

Date Appointed

Date Left (if applicable)

Reason for Leaving (if applicable)

Period of Notice (if currently employed)

Current Salary and Benefits

Main Duties and Responsibilities

## Section 4- Previous Employment

Please list in chronological order, starting with the most recent and include any gaps in employment.

Employer Name & Address	From	To	Position Held	Duties and Responsibilities	Reason for Leaving

## Section 5- School, Further and Higher Education

Education and Training- Successful candidates will be required to provide proof of qualifications.

Name of School/ College/University	From	To	Exams/Courses/Qualifications	Grades/Results

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## Section 6- Other Relevant Training

Course/Qualification Title	Date Completed	Details

Are you currently undertaking any study/course or training?  Yes  No

If yes, please give details:

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## Section 7- Professional Memberships

Name of Professional Body	Level of Membership	Date Membership Attained	Expiry Date

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## Section 8- Additional Supporting Information

In no more than 300 words, please explain why you are applying for this position and how you meet the requirements as detailed in the job description and person profile.

## Section 9- References

Please give the details below of two people that we can contact to provide a reference for you. One of these should be your current or most recent employer. Both should be able to comment on your work performance.

References will usually only be sought once a successful candidate has accepted a position with NLTG. (We may contact referees prior to an offer of employment if you indicate this to be possible below).

### Referee 1

(Current/most recent employer)

Name	<input type="text"/>
Job Title	<input type="text"/>
Address	<input type="text"/>
Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text"/>
Contact Prior to Job Offer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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### Referee 2

Name	<input type="text"/>
Job Title	<input type="text"/>
Address	<input type="text"/>
Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text"/>
Contact Prior to Job Offer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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## Declaration

I confirm that all the information contained within this application is correct to the best of my knowledge and will form part of my contract of employment, should a job offer be made. I realise that any false information given will lead to disciplinary action and may result in the withdrawal of an offer of employment and dismissal without notice.

Signed  Date