



S . W . DURHAM TRAINING LTD

Durham Way South | Aycliffe Business Park | Newton Aycliffe | DL5 6AT | 01325 313194 | www.swdt.co.uk

SWDF 100

JOB APPLICATION FORM

(Confidential)

SW Durham Training and all employees have a responsibility for the safeguarding of vulnerable groups (children/vulnerable adults). All applicants must be suitable as defined under the Safeguarding Vulnerable Groups Act 2006.

Guidance Notes for completing your Application Form:

- ▶ Please complete all sections of this Application Form.
- ▶ Please use black ink or type so that the form can be easily photocopied.
- ▶ If you need to use additional sheets, please identify them clearly with your name and attach them to your Application Form.
- ▶ The information on this form will be used to decide who should be short listed for interview; it is therefore in your interest to fill it in carefully and completely.
- ▶ When the form is completed, forward it to the individual stated on the job advertisement, by the stated closing date.
- ▶ Do not substitute a CV for this Application Form unless the advert specifically invites CVs.

Once you have completed this form please return by post or email to:

Chief Executive
c/o Head of Department
SW Durham Training Ltd
Durham Way South
Aycliffe Business Park
Newton Aycliffe
Co Durham
DL5 6AT

Email: admin@swdt.co.uk



Please ensure that you read the Guidance Notes before completing the Application Form

POST APPLIED FOR:

PERSONAL DETAILS

TITLE:	SURNAME:
FIRST NAMES:	KNOWN AS:
PREVIOUS NAMES:	
ADDRESS:	
	POST CODE:
HOME TEL NO:	MOBILE NO:
DAYTIME TEL NO:	May we contact you on this number? YES/NO
Please indicate any dates you are not available for interview within the next month:	

Do you have access to a car during working hours? YES/NO

Do you hold a current UK Driving Licence? YES/NO

Do you have any current endorsements? YES/NO

If YES, please state what they are:

CONVICTIONS:

Have you ever been convicted of a criminal offence, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. YES/NO

If yes please date and explain all convictions:

You will be working at SW Durham Training where there will be vulnerable groups ie children or vulnerable adults present, to ensure their safety under the Safeguarding Vulnerable Groups Act 2006 we require you to sign a statement that you are not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, eg the General Teaching Council (GTC).

You must be registered with the ISA to declare that you are not on a barred list. Any attempt to apply for a job whilst you are on such a list may result in criminal prosecution. We will also check the ISA of barred individuals

Signed:

NB: Enhanced CRB checks will be undertaken for successful applicants. Employment will be dependant on passing these CRB checks successfully.

**ASYLUM & IMMIGRATION:**

To assist SWDT to meet the requirements of the Asylum and Immigration Act of 1996, please state your National Insurance Number:

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You will be required to provide evidence of identity prior to employment; this can be passport or photo driving licence and birth certificate.

EDUCATION & TRAINING

Evidence will be required prior to employment

DATE	PLACE OF STUDY	SUMMARY OF QUALIFICATIONS GAINED

Further/Higher Education Qualifications, eg NVQs, BTEC, HND, Degree

DATE	PLACE OF STUDY	SUMMARY OF QUALIFICATIONS GAINED

Membership of Professional Bodies

NAME OF PROFESSIONAL BODY	CLASS/GRADE

Work Related Training

Please give details of any training courses you have been on, particularly those in the last 5 years.

DATE	ORGANISING BODY	COURSE TITLE/SUBJECT

**WORK HISTORY**

You need not go back more than 10 years unless you have particular experience that is appropriate to this role. Please provide as much information as possible; starting with your current or most recent job (you may use additional sheets if necessary).

CURRENT/MOST RECENT EMPLOYMENT:	
JOB TITLE:	
DATE COMMENCED:	DATE LEFT OR NOTICE REQUIRED:
SALARY & BENEFITS:	
NAME OF EMPLOYER:	
ADDRESS OF EMPLOYER:	
MAIN RESPONSIBILITIES:	
REASON FOR WANTING TO LEAVE/LEAVING:	



Please give details of your employment history in reverse chronological order for up to 10 years only. Indicate any career breaks and the reasons for them and state other full time commitments (you may use additional sheets if necessary).

EMPLOYER'S NAME & ADDRESS	JOB TITLE	DATES FROM & TO	REASON FOR LEAVING



KEY CAPABILITIES

Managing Resources

Please give an example of when you have had to allocate resources (eg time, money, people, resources, etc) to achieve a goal.

Satisfying Customers

Please give an example when you had to deal with a dissatisfied customer.
What did you do to deal with the customer and how did they react?

Working with People/Managing Others

Please give an example of when you have either led or participated in a group of people in order to achieve a goal.
How would you describe your style of leading that group?



Verbal Communication

Please give an example of when you have had to influence the way things were done.
What was your approach?

Written Communication

Please give an example of when you have had to provide information in a written format.
How did you structure the information?

**REFERENCES**

Please give the name and address of two referees. Your current or previous employer should be one. References will not be accepted from relatives or from people writing solely in the capacity of friends.

NB: SW Durham Training Ltd may approach previous employers for information to verify particular experience or qualifications; this will be with prior agreement of the applicant.

Referee 1

Name:	
Relationship:	
Company:	
Address:	
Tel:	
Fax:	
Email:	

Referee 2

Name:	
Relationship:	
Company:	
Address:	
Tel:	
Fax:	
Email:	



EQUAL OPPORTUNITIES

S W Durham Training Ltd will seek to ensure that all existing and potential employees are given equal opportunities. It is committed to equality of opportunity in its employment policies. The aim is to promote equality of opportunity so that no employee or potential employee will be subject to unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, religion or sexual relationship. SWDTL will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help us monitor the effectiveness of our Equal Opportunities Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into account when making the appointment.

This part of you application form will be removed prior to making any assessment to your suitability and will not be shared with any of the interviewers

Gender: Male Female

Date of Birth:

Do you consider yourself to have a disability? Yes No

What is your ethnic group? Choose **one** section from A to E, then tick the appropriate box to indicate your cultural background.

A White

- British
- Irish
- Any other White background (specify)
.....

D Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (specify)
.....

B Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background (specify)
.....

D Chinese or other ethnic group

- Chinese
- Any Other.....

C Black or Black British

- Caribbean
- African
- Any other Black background (specify)
.....



TEACHING/TRAINING EXPERIENCE

If you have any teaching experience

Please provide your DfES reference number:

Have you Qualified Teacher status (QTS): YES/NO

Are you registered with the GTC for England. YES/NO

PERSONAL DECLARATION:

I confirm that the information given in this application is correct. I understand that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Signature.....

Date.....