



Post applied for:

How did you hear about this vacancy:

<input type="checkbox"/> Training 2000 website	<input type="checkbox"/> Indeed	<input type="checkbox"/> CV Library
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Facebook	<input type="checkbox"/> Internal vacancy
<input type="checkbox"/> Other (please state)	<input type="text"/>	

### Personal details

Surname:  First names:

Title:  National Insurance Number:

Home address:

Telephone number:  Work number:

Mobile number:  Email address:

Do you have a current driving licence?  Yes  No

Do you have your own transport?  Yes  No

Candidates who have a disability and meet the "essential" criteria will be guaranteed an interview.

Do you have a disability?  Yes  No

Are you related to / are the spouse/partner of any employee of Training 2000?  Yes  No

If yes, please state name:

### Current employment

Current Position:  Start date:

Name of employer/organisation:

Current salary: £  Notice period:

Benefits:

Address:



Reason for wishing to leave:

Brief description of your current duties and responsibilities:

### Previous employment / work experience

Please provide the details of all employment including voluntary work since your 18th birthday (most recent first). Please provide details and the reason(s) for any gaps in employment.

Job title	Name and address of organisation	Dates employed		Reason for leaving
		From	To	
<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"/>	<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"/>

### Education and qualifications

Please provide details of the educational qualifications you have obtained (most recent first)

Name of school / college / university attended (latest first)	Dates employed		Qualifications attained and grades
	From	To	
<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"/>	<input type="text"/>



## Training

Please provide the details of training undertaken in the last 5 years (most recent first)

Date completed	Title of training	Training provider
<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Membership of professional bodies

Organisation	Membership status	Date awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Information in support of application

For all posts: Please use this section to tell us about your skills and experience and how they meet the criteria detailed in the person specification.

For teaching posts: Applicants should provide information relating to results.



## Other information

What are your main interests and hobbies?

## Encouraging access

Training 2000 Ltd wishes to encourage applications from as many suitably qualified people as possible. Please indicate if you require any particular arrangements to be made, or support provided, if you were invited for interview.

## Criminal convictions

Enhanced clearance through the Disclosure and Barring Service (DBS), or a check via the Update Service on a relevant enhanced disclosure, will be required for this post. Depending on the nature of the role applied for, you may also be subject to a check against the barred list for Children and/or Vulnerable Adults. A criminal record will not necessarily exclude you from employment, however failure to disclose such convictions could result in the withdrawal of the offer of employment. Amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account and changes have also been made to the Rehabilitation of Offenders Act 1974, which affect when convictions or cautions become spent and therefore, whether they need to be disclosed on your application form. Guidance and criteria on the filtering of cautions and convictions and information on when they become spent can be found on the Disclosure and Barring Services website.

Please note, that an Enhanced criminal record check via the Disclosure and Barring Service or a check via the DBS Update Service on a relevant enhanced disclosure, will be required for this post, due to the nature of the business of Training 2000. For some posts - depending on their nature and responsibilities - some applicants will also be subject to a check against the Barred List for Children or Vulnerable Adults (though the latter is uncommon). You are asked to disclose whether you have any unspent convictions or cautions. If you have unspent reprimands or warnings from before April 2013, these may also need to be disclosed.

Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are now 'protected'. This means they are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Services website.

Since 10th March 2014, changes have also been made to the Rehabilitation of Offenders Act 1974, which affect when convictions or cautions become spent and therefore, whether they need to be disclosed on your application form.

Please see the following documents and read the information carefully, to enable you to understand what convictions, cautions, reprimands or warnings you need to declare. The documents can be found by using the links below

- ['Guidance on the Rehabilitation of Offenders Act 1974'](#)
- For a complete [list of offences that will never be filtered from a DBS](#)
- A criminal record will not necessarily exclude you from employment, however failure to disclose such convictions could result in dismissal or withdrawal of the offer of employment.

Any information you provide regarding any convictions, cautions, reprimands or warnings, will be treated as strictly confidential and will only be considered in relation to the job for which you are applying.



Please disclose whether you have any unspent convictions, cautions, reprimands or warnings.

## Reference Details

Please provide the details of two referees with relevant knowledge of your professional competence. One must be your present (or most recent) employer. If your current (or most recent) employment does not involve working with children or young people, you should also provide your most recent employer who can provide information on your work with children or young people. If you have recently left full-time education one of your referees must be someone who has a good knowledge of your work.

### Referee 1

Title:  Name:

Position:

Address:

E-mail address:  Telephone number:

Should I be successful, I give permission for this referee to be contacted after an offer has been made:  Yes  No

### Referee 2

Title:  Name:

Position:

Address:

E-mail address:  Telephone number:

Should I be successful, I give permission for this referee to be contacted after an offer has been made:  Yes  No



University of Central Lancashire

# Training 2000

## Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We, therefore, ask prospective employees to provide relevant documentation. Successful applicants must provide relevant documentation before employment can begin.

## Safeguarding

Training 2000 is committed to safeguarding and promoting the welfare of learners and expects all staff, sub contractors, visitors, employers and other learners to share this commitment.

## Declaration

For the purpose of the Data Protection Act 1998 I give my consent to this form and related information being processed and retained on file.

I understand that any offer of employment will be subject to the information given on this form being correct and any appointment will be subject to a satisfactory medical clearance, enhanced DBS check or a check via the Update Service on a relevant enhanced disclosure and employment references.

Signature:

Date:

Please email your completed application form to [recruitment@t2000.co.uk](mailto:recruitment@t2000.co.uk)

Training 2000 Ltd is committed to equal opportunity in employment and in order to monitor the effectiveness of its Equal Opportunities Employment Policy all applicants are asked complete our [equal opportunities monitoring form](#). Please complete this form once you have emailed your application form. This form will used for monitoring purposes only.

[Equal opportunities monitoring form](#)