



#### **APPLICATION FOR EMPLOYMENT**

Please complete this form, providing information relevant to the position for which you are applying. By submitting this form you confirm that the information provided is correct, to the best of your knowledge, and you give your consent for UKG Ltd hold and process this information in accordance with the Data Protection Act 1998. If unsuccessful, your details may be held on file for up to six months.

JOB APPLIED FOR:					
PERSONAL DETAILS:					
Surname					
Previous Surname(s)					
First Name(s)					
Address					
NI Number					
Mobile Telephone Number					
Home Telephone Number					
Email Address					
CURRENT/MOST RECENT EMPLOYMEN	NT:				
Employer's name & address:					
Your Job Title:					
Appointed From:	To:	Notice Period:			
Main Duties:					
Reason for seeking alternative emplo	yment:				
May we contact you at work if necess	May we contact you at work if necessary? Yes □ No □ Contact No.				
<u> </u>					











+44 (0) 1425 529118	•
jeni@ukglanguage.co.uk	
ukg.education	<b>(H)</b>

### **PREVIOUS EMPLOYMENT:**

Please indicate with a  $\sqrt{\ }$  in the last column your permission for additional references to be taken up at the discretion of UKG Ltd.

Employer's Name & Address (Most recent first)	Job Title & brief description of duties	Date From/to	Reason for leaving

# **RIGHT TO WORK IN THE UK:**

Are you a UK national?	Yes □ No □
Do you have settled status in Britain or Bio metric residents permit? (evidence required at later stage)	Yes □ No □

## **REFERENCES:**

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed or are returning to work after a substantial career break and are unable to provide previous employment references please provide alternatives e.g. the name of your course Tutor(s)/ Head Teacher or a suitable professional.













PRESENT (MOST RECEN	IT)			PREVIOUS EMPLO	OYER:		
Name:				Name:			
Capacity known to you:				Capacity known to	o you:		
Organisation:				Organisation:			
Address:				Address:			
Telephone No.				Telephone No.			
Email:				Email:			
Contact prior to intervie	w? Ye	s□ N	o 🗆	Contact prior to in	nterview?	Yes □	No 🗆
QUALIFICATIONS:							
Qualifications	Grade	Av	vardin	ng Body & Institution	on	Year	
Continue on additiona	l sheet	if requi	ired				
TRAINING/SHORT COU	RSES:						
Training/Short Course		Institu	ution		Year		
Continue on additiona	l sheet	if requi	ired				



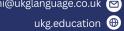














#### PROFESSIONAL MEMBERSHIPS:

Professional Membership	Institution	Expiry date	Expiry date		
Continue on additional shee	t if required				

SUPPORTING STATEMENT:
Please provide any other information you feel is relevant to support your application including
your skills and experience in relation to the other criteria detailed in the job description.
(Continue on an additional sheet if necessary)











#### **REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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 Service website.

Have you ever been convicted of a criminal offence which is not 'protected' Yes  $\square$  No  $\square$ 

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

#### **RIGHT TO WORK IN THE UK:**

UKG Ltd will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

#### **DECLARATION OF INFORMATION:**

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references and Disclosure and Barring Service checks, where applicable.

Cianade	Dotos
Signed:	Date:











## **CONFIDENTIAL**

This information is requested for monitoring purposes only. It is not available to, or used by the recruitment selection panel.

# **EQUAL OPPORTUNITIES QUESTIONNAIRE**

Name:				Position applied for:
Gender:	Male $\square$	Female		
Do you consid	er your Ethnic C	rigin to b	e:	
White:				
British				
Irish				
Any other Wh	nite background			
Asian or British	n Asian:			
Asian Bangla	deshi			
Asian Pakista	nni			
-	an background			
Black or British				
Black African				
Black Caribb				
=	ick background			
Chinese:				
Dual Heritage:				
Asian and Wh Black African				
Chinese and				
		round		
-	heritage backg	ound		Please state
Any other Ethn	iic Group		Ц	r lease state
Date of hirth				
Date of birth	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	•••••	









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# **DISABILITY OPPORTUNITIES QUESTIONNAIRE:**

UKG Ltd is positive about disability employment and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you please tick the box within the questionnaire below.

If you require assistance at any stage of the process please contact HR on <a href="mailto:jeni@ukglanaguages.co.uk">jeni@ukglanaguages.co.uk</a> or 01425 529118

Do you consider yourself to have a disability?
Yes □ No □
If yes, do you wish to take advantage of our guaranteed interview scheme, if you meet the minimum
person specification criteria for this role?
Yes □ No □
If you consider yourself to have a disability please describe any special adjustments you may
require in relation to the interview stage?
In accordance with the Disability Discrimination Act 1995, a disability is considered to be a
physical or mental impairment which has a substantial and long term adverse effect on your
ability to carry out normal day to day activities and you think might disadvantage you in
obtaining or keeping employment for which otherwise you would be suitable, even though
you might have overcome any such disability.
you might have overcome any such disability.







