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**Sessional Class Leader Application Form**

**The Sensory Sessions**

**Please complete the following application form. The information you provide will be treated in strictest confidence. References will not be taken up until the offer stage. If you would like to continue on a separate page please attach any sheets to the application form.**

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| Forename(s): | Surname: |
| NI Number:  | Email: |
| Telephone:  | Mobile:  |
| Address:  |
| Do you have access to a car which you could use to drive to class venues? Y / N |
| Do you hold a current full UK Driving Licence? Y / N |
| Do you have any endorsements on your Licence? Y / NIf yes, please give details: |
| Are you eligible to work in the UK? Y / NIf yes, you should provide details e.g. British Citizen Passport, document confirmation from an EEA country, Home Office endorsed document, Birth Certificate etc. |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (Order 2013? Y / N |

**EMPLOYMENT HISTORY**

**Please detail your work experience below, including voluntary and casual work. Please start with the most recent and give five years’ work history (continue on a separate page if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **Leaving Date** | **Employer** | **Responsibilities** | **Reasons for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**QUALIFICATIONS**

**Please detail any qualifications below (continue on a separate page if necessary)**

|  |  |
| --- | --- |
| Place of Study | Qualifications |
|  |  |

How many hours a week are you able to work? ……………………………………………………………………

………………………………………………………………………………………………………………………………

Please specify times and days that you are able to work? ……………………………………………………..

………………………………………………………………………………………………………………………………

When would you be able to commence work? ……………………………………………………………….............

Are there any adjustments that you require to be made should you be invited for interview? If so please detail?

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**Additional Information**

Why would you like to become a class leader? ……………………………………………………………………...

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**References**

Please provide references, at least one to be a past employer and a character reference.

|  |  |  |
| --- | --- | --- |
| Name and Occupation | Contact Details(include telephone number and email address if known) | Relationship to you |
|  |  |  |
|  |  |  |
|  |  |  |

The information that you provide on this application form and any information obtained from other relevant sources will be used to process your application for employment. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing this application form we will assume that you are in agreement to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protections Commissioner.

**I declare that this application form has been completed by me and all the information I have given is accurate and true. I understand that if I have given any information that I know is false or misleading or if I withhold any relevant information, it may lead to my application being rejected or, if I have been appointed, to my dismissal.**

**Signed: ……………………………………………….. Date: ………………………………………**