

*This form should be* ***typed or written clearly in black ink****. Please complete Personal Details in block capitals and ensure it is fully completed and signed on the final page. Thank you.*

**Exam Steward Application Form**

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| Ref / Position Applying for |  | | | |
| **Personal Details** | | | | |
| Full Name and previous name(s) | |  | | |
| Address and post code | |  | | |
| Email address | |  | | |
| Phone Numbers | | Mob: Home: | | |
| Driving Licence | | □ No licence held  □ Provisional licence only  □ Full driving licence | | □Full driving licence currently on suspension due to ill-health or ban  Distance prepared to travel………………………………………… |
| Do you have a current enhanced DBS? | | □ Yes  □ No | If Yes, please give full number and date:  QTS: □Yes □ No DfE No: . . / . . . . . | |
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| --- | --- |
| **Current Employment** | |
| Current job title |  |
| Employer |  |
| Start date |  |
| Address and post code |  |
| Responsibilities & duties |  |
| Notice Period Required: |  |

|  |  |
| --- | --- |
| **Past Employment History** *(start with the most recent before current and work backwards)* | |
| Job title |  |
| Start and end dates |  |
| Employer |  |
| Address and post code |  |
| Responsibilities & duties |  |
| Reason for Leaving |  |
| Employment History | |
| Job title |  |
| Start and end dates |  |
| Employer |  |
| Address and post code |  |
| Responsibilities & duties |  |
| Reason for Leaving |  |
| Employment History | |
| Job title |  |
| Start and end dates |  |
| Employer |  |
| Address and post code |  |
| Responsibilities & duties |  |
| Reason for Leaving |  |

***Please continue on a separate sheet if necessary - you may include a max 2 page CV if preferred***

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| **Declarations** | | | | |
| Convictions:  Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of offenders Act 1974 (Exceptions) Order 1975. Applicants therefore are not entitled to withhold information about convictions and, in the event of being appointed, any failure to disclose such conviction could result in dismissal or disciplinary action by Berkshire Maestros. Any information given will be completely confidential.  Do you have any convictions, cautions, reprimands or warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? Yes  No  If yes please give further information  **Please note**: If you do not disclose any conviction you have, it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job with Berkshire Maestros, you are convicted of a criminal offence you must inform Berkshire Maestros of this. | | | | |
| Have you applied to work for Berkshire Maestros previously? | | | | Yes  No |
| Have you applied to work for Berkshire Maestros previously for an administrative post? | | | | Yes  No |
| Have you been disqualified from working in Childcare? | | | | Yes  No |
| If you are a registered disabled person, please give RDP number | | Where did you see this post advertised? Internal Notice | | |
| Do you suffer from any health condition or disability for which you might need assistance to carry out your duties or in order to attend the interview?   **YES/NO**  ( please delete as appropriate).  If YES, please give details and you will be required to complete an Occupational Health Assessment form if your application is successful: | | | | |
| Are you eligible to work in the UK? | | | | Yes  No |
| I declare that the information given in this application form is true and I must notify Berkshire Maestros CEO or DSL in writing immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children.  CANVASSING IN ANY FORM WILL DISQUALIFY A CANDIDATE  Berkshire Maestros is an equal opportunities employer. Decisions relating to employment are made with regard ONLY to the requirements of the post. No applicant or employee will be treated less favourably than any other on grounds of race, gender, disability, marital status or age.  Should the information contained in this document be held on a computer, any item of personal data will be subject to and comply with GDPR and the Berkshire Maestros Data Protection Policy.  Berkshire Maestros fully recognises its responsibilities for child protection and ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children. Full details of our policy can be viewed on our website [www.berkshiremaestros.org.uk](http://www.berkshiremaestros.org.uk) | | | | |
| Signed |  | | Date |  |

This form should be completed and returned electronically in full to [jobs@berkshiremaestros.org.uk](mailto:jobs@berkshiremaestros.org.uk). Alternatively please send in the post to: Human Resources, Berkshire Maestros, Stoneham Court, 100 Cockney Hill, Reading, Berkshire, RG30 4EZ