

Willis House, Tonmead Road, Lumbertubs, Northampton. NN3 8HU

Tel: 01604 741150 Email: Sabrina.carmichael@cantolearning.co.uk

PRIVATE AND CONFIDENTIAL

Please return your completed application form to the above address. To assist CANTO in monitoring its commitment to Equality and Diversity, it would be helpful if you complete and return the attached Equal Opportunities form. No applicant will be discriminated against on the basis of their gender, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as politics and religion.

## APPLICATION FOR EMPLOYMENT

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| Position applied for:  Full Time Part Time |  |
| Surname: (Mr/Mrs/Miss/Ms) | Address: |
| Forename(s): | Postcode: |
| Date of Birth: | HomeTel:  Daytime Tel: |
| Full Driving Licence? YES/NO | Email Address: |
| Do you have any licence endorsements? YES/NO | May we contact you on your daytime number? YES/NO |
| NI Number: | Email Address: |

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| Do you have any criminal convictions current or pending? YES/NO | | | | | | |
| Due to the nature of the work it is necessary for all staff to undertake a CRB check. Would you be willing to undertake this check? YES/NO | | | | | | |
| How did you learn of this vacancy? | | | | | | |
|  | | | | | | |
| Do you have a health problem or disability which is relevant to this application?  YES/NO | | | | | | |
| If yes, how can we support you in order for you to fulfil this role as per the job description: | | | | | | |
| Present Employment or Position | | | | | | |
| Name and address of employer | | | | | | |
| Post held: | | | | Period of notice required: | | |
| Start date: | | | | Present Salary: | | |
| Please describe your main duties and reason for wanting to leave: | | | | | | |
| Previous Employment (Most Recent First) | | | | | | |
| Dates | Employer | | Post held and summary of duties | | | Reason for leaving |
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| Education and Training | | | | | | |
| Dates | | School, College or University | | | Qualification(s) | |
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| Other Relevant Information |
| Please describe any other experience, qualities or abilities that you feel may be relevant to your application. |
| Brief Personal Profile |
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| Consent  To comply with GDPR and our Records and Data Retention Schedule, your details will be held for a minimum of 3 months but no longer than 1 year, if unsuccessful.  Please note that if you decide not to give consent at this point, we will be unable to keep your personal details or use them to contact you in any way.  I give/ do not give my consent for the information given within this application form to be held for the above specified time frames.  Signed………………………………………. Date………………………….. |
| Declaration  I declare that, to the best of my knowledge, the information I have given in this application form is correct. I accept that CANTO reserves the right to dismiss me should the information prove to be incorrect or misleading.  Signed……………………………………….. Date………………………….  Print…………………………………………… |

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| --- | --- |
| References | |
| Please give the names of two referees, one of whom should be your present or most recent employer. References will not be contacted without your prior consent. | |
| 1.  Name:  Address:  Email Address:  Telephone:  Is this a Personal or Professional reference? | 2.  Name:  Address:  Email Address:  Telephone:  Is this a Personal or Professional reference? |
|  |  |

Consent

I give my consent for the above-named referees to provide CANTO Learning Ltd with an Employment reference, if and when requested.

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CANTO Ltd: EQUAL OPPORTUNITIES MONITOR (STAFF)

**Form Number………………**

Please answer the following questions to the best of your knowledge. If you do not wish to answer one of the sections, please indicate by ticking the ‘prefer not to answer’ box at the end of each section.

**Gender:** Male Female Prefer not to answer **Age**………………

**Marital Status**: Single Married Other/Prefer not to answers

**Sexual Orientation:**  Hetrosexual Bi-sexual

Homosexual  Prefer not to answer

**How do you think of yourself in terms of your ethnic background?** (Ethnic background can be based on many things, including, for example, skin colour, language, culture, ancestry or family history. It is not the same as nationality or country of birth.) Please tick one of the following boxes.

## Mixed

White and Black Caribbean White and Asian

White and Black African Any other mixed background

## Asian or Asian British

Indian Bangladeshi

Pakistani Any other Asian background

## Black or Black British

Caribbean Any other Black background

African

## White

## British Traveller of Irish Heritage

Irish Gypsy / Roma

Any other White background

**Chinese**

Prefer not to answer

**Disabilities**

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Date completed……………………………….