



High Flyers Oxford Ltd

Application for Employment

Please note that a high level of vetting is undertaken on candidates.

Information for Applicants

All sections of the form must be completed.
Please complete in black pen to aid photocopying.
Please read the Job description.

Position applied for:	
Setting:	Closing date:

Education

If offered a post you will be asked for original evidence of your qualifications on appointment and High Flyers reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

Full record of secondary schools, colleges or universities attended	Full or part time	From	To	Exams passed and qualifications gained (including NVQs), including grades

Training (e.g. short courses; further development)

Course title	Date	Qualification (if appropriate)

Membership of professional bodies (by examination) and date of admission:

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Further information

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification by giving practical examples. You should refer to these and the enclosed guidance notes when completing this sheet. You can also outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interests. Please continue on a separate sheet, if necessary.

Please note you should complete this section with enough evidence to demonstrate how you meet all of the essential criteria, without this you cannot be shortlisted.

References

It is High Flyers practice to take up references when applicants are invited for an interview. Please give the name and address of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current/most recent employer (see guidance notes). Otherwise it must be your most recent employer.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family, ex/current partners, close friends are generally not acceptable referees.

Name:	Name:
Address:	Address:
Tel No. (Incl. area code):	Tel No. (Incl. area code):
Fax:	Fax:
E-mail:	E-mail:
Job title:	Job title:
Relationship to you:	Relationship to you:

If shortlisted for interview, please give any days/dates when you would NOT be available:	
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Disabled applicants

The Equalities Act 2010 defines disability as: "A physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities".		
Do you consider yourself to be a Disabled Person:	Yes	No

High Flyers works to "include the provisions of the Disability Discrimination Act 1995, Race Relations Act 1976, Sex Discrimination Act 1975 (1986) and European directives such as the EEC, Equal Treatment Directive and subsequent case law to ensure this happens."

Extract from High Flyers Equality Policy

Criminal records, convictions, cautions, reprimands, final warnings, bans etc

Important Information

Please read and sign the declaration at the end of this section

- 1 High Flyers meets the requirements in respect of “exempted questions” under the Rehabilitation of Offenders Act (1974) and is thereby a Registered Body with the Disclosure Service provided by the national Criminal Records Bureau. It conducts checks as necessary, with the applicant’s permission, under the Criminal Record Bureau’s Code of Practice.
 - 2 Jobs working with children (ie all under-18s) or vulnerable adults are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that **you cannot withhold information about any spent or unspent convictions in applying for this post.** You are also asked not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.
 - 3 Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with High Flyers for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.
 - 4 “Front line” and certain other posts e.g. supervisory/management will require Disclosure checks at an Enhanced or Standard level; others may be at Basic level. The level of Disclosure for this post is shown in the job description.
 - 5 Shortlisted applicants will be asked to bring proof of identity with them to their interview e.g. current passport or new-style driving licence, plus at least one item of address related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be given a Disclosure Application Form to fill in and return under separate confidential cover to a designated person within the Department. Alternatively, you might prefer to ring the DBS for a form. The completed form will be seen only by those who need to see it as part of the selection process.
 - 6 Before a final offer of appointment is made, the City Council will countersign your Disclosure Application Form prior to it being sent to the DBS. You will receive your own copy of the results of the check directly from the Disclosure Service, and the local authority will receive its own copy of the results simultaneously.
- a) Do you have a criminal record or have you ever been banned from working with children (up to 18) or vulnerable adults?
- Yes No**
- b) Have you ever been the subject of **any** proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?
- Yes No**

If your answer is yes to either of these questions and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these.

Important: In the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record.

Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?

Yes No

Statement: I confirm that I have read and understand the above provisions.

Signed.....

Date.....

Personal Details:

High Flyers is working towards recruiting a workforce that fairly represents all sections of the community. To help us do this, we will detach this sheet before it is sent to a shortlisting panel and applicants will be identified by an applicant number only. Information on this sheet is strictly confidential.

Job Title:	Location:
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Title: (Please tick)	Mr	Mrs	Miss	Ms	Dr	Other
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Name:	
Other surnames previously known by, whether formally or informally. If offered a post, original evidence of identity and name changes will be required:	
Address:	
Post code:	
Telephone numbers (incl. Area code):	Home: Daytime:
Mobile	
e-mail address	
Emergency contact details	

National Insurance No:	Gender:	Male	Female
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Date of birth (applicants must be aged over 16 when they commence employment):
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'I declare that the information contained in every section of this application is correct and understand that any false or misleading information may make this application void. If employment has begun, I may be dismissed without notice and may be prosecuted under the Theft Act'.

Signed	Date
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Diversity Questionnaire

Disability

With reference to the Equalities Act definition:

Do you consider yourself to be a Disabled person?	Yes		No	
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Ethnic origin

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box.

White	WU	White British	
	WI	White Irish	
	WO	Other white	
Mixed	MC	White and black Caribbean	
	MA	White and black African	
	MS	White and Asian	
	MO	Other mixed	
Asian or Asian British	AI	Indian	
	AP	Pakistani	
	AB	Bangladeshi	
	AS	Other Asian	
Black or Black British	AC	Caribbean	
	AA	African	
	BS	Black Somali	
	AO	Other black	
Chinese or other	AH	Chinese	
	OE	Other ethnic group	
	UU	Don't know/not sure	
	RF	Would rather not state	

Religion/belief		
How would you describe your religion/belief?		
C	Christian	
B	Buddhist	
H	Hindu	
J	Jewish	
M	Muslim	
S	Sikh	
O	Other	
N	None	
U	Don't know/not sure	
R	Would rather not state	

Sexual orientation		
How would you describe your sexual orientation?		
H	Heterosexual	
G	Gay/lesbian	
B	Bisexual	
U	Don't know/not sure	
R	Would rather not state	

Guidelines on the application form

Thank you for your interest in applying for a job with High Flyers

We've put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

CVs will not be accepted. All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form.

Making your application

Understanding the job

The job description gives the duties and accountabilities in more detail

The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

The application form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg "Training".

Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

References

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered an interview. **If you do not wish your referee to be approached at this stage you should request this in writing with reasons.** No appointment will be made without satisfactory references being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

Right to work

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

Recruitment files

Application forms and recruitment files are confidential documents and will only be seen by those who need to see them in order to recruit and select.