

Confidential
Applicant Details Form

Please read the guidance notes before completing this form.

Job Title:

Personal Details

Surname

Initials

**Address for
correspondence**

**Telephone
(Home)**

**Telephone
(Work/Mobile)**

Email

Have you previously worked for CP Learning Trust?

Yes

☐

No

☐

Do you a full UK Driving Licence?

Yes

☐

No

☐

If Yes, do you have the use of a vehicle?

Yes

☐

No

☐

Do you have any connection to any staff or trustees at CP Learning Trust?

If so, who and what is the connection:

Why you meet the Selection Criteria - (read guidance notes before completing)

Referees

Name

Name

Address
(including
email)

Address
(including
email)

Telephone

Telephone

Occupation or Relationship to you

Occupation or Relationship to you

May we contact your
referee prior to
interview if short
listed?

Yes

☐

No

☐

Yes

☐

No

☐

REHABILITATION OF OFFENDERS ACT

Have you been convicted, cautioned, or court marshalled
for any relevant criminal offence?

Yes

☐

No

☐

Is there any relevant court action pending against
you?

Yes

☐

No

☐

Applicants who do not disclose a “spent” conviction for an “exempt” post/profession under the Rehabilitation of Offenders Act (ROA) 1974 may be considered as an act of Gross Misconduct under the CP Learning Trust’s disciplinary procedure if appointed to a post, and in some cases may be a criminal offence?

DECLARATION

I confirm that the information I have given on this form and in my CV is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being short-listed for interview, I will be required to complete a confidential declaration in respect of my health. *Because of the sensitive nature of the duties that the post holder may sometimes be expected to undertake, I also understand that a "Declaration of Criminal Record" form will have to be completed.* This will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.

I declare that all the above information is correct.

Signature

Date