

# APPLICATION FOR EMPLOYMENT FORM



**CONFIDENTIAL**

Please complete all sections on the form

**POST APPLIED FOR: Learning Support Worker**

## PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION

**DATA PROTECTION ACT 2018 / GDPR:** Please refer to the Job Applicant Privacy Notice <https://elidyrct.ac.uk/privacy-notice> which details how we use your data.

**RIGHT TO WORK IN THE UK:** We will require proof of this before an offer of employment can be confirmed e.g. birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.

**REHABILITATION OF OFFENDERS ACT 1974:** The post you are applying for is exempt from the provisions of 2.4(2) of the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975. Under the provision of the act convictions which would ordinarily be considered as 'spent' must be disclosed at interview stage. Failure to do so may result in dismissal or disciplinary action if you are appointed.

Preferred Title: Mr / Mrs / Miss / Other - please specify:

Surname:

Address including Postcode:

Forename(s):

Telephone:

Email:

## PRESENT EMPLOYER (or most recent if currently unemployed)

Name and Address of Employer:

Job Title:

Date Started:

## PREVIOUS EMPLOYMENT (List in order, with most recent employer first)

Please list all your previous employment, including paid and voluntary

Dates

From  
(dd/mm/yy)

To  
(dd/mm/yy)

Name and Address of Employer

## RELEVANT SKILLS, EXPERIENCE, AND ABILITIES

Please indicate whether you meet each of the following criteria:

### **Essential**

*\* Delete as applicable*

A good understanding of the challenges facing people with learning difficulties, disabilities and autism	Yes / No *
Awareness of Health & Safety and Safeguarding	Yes / No *
Full clean driving licence	Yes / No *
Excellent interpersonal skills	Yes / No *
Excellent communication skills	Yes / No *
Good planning skills	Yes / No *
Good organisational skills	Yes / No *
Good IT skills	Yes / No *
Ability to work effectively with people with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour	Yes / No *
Ability to prioritise workload and meet strict deadlines	Yes / No *
Ability to work independently and as part of a team	Yes / No *
Ability to support individuals with personal care needs	Yes / No *
Sensitive to service users' needs and abilities	Yes / No *
Self-motivated	Yes / No *
Commitment to personal development	Yes / No *
Flexible in approach	Yes / No *
Reliable	Yes / No *
Honest	Yes / No *

### **Desirable**

Experience in working with people with learning difficulties and disabilities	Yes / No *
Relevant qualifications in supporting young people in education and/or care (NVQ or equivalent)	Yes / No *
QCF Level 2 Health and Social Care	Yes / No *
Experience of working in a similar role	Yes / No *
Knowledge of CIW regulations	Yes / No *
Knowledge National Minimum standards	Yes / No *
Creative and innovative	Yes / No *

## DISABILITIES

It is part of our policy that people with disabilities who apply for employment will not be disadvantaged or receive less favourable treatment which cannot be shown to be justified.

Do you consider yourself to have a disability?      Yes          No   

If 'Yes', please state the nature of your disability:

Please describe any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the post.

## DECLARATION:

I declare that the information set out on the is true in all aspects and I understand that any false information may render me liable for dismissal or disciplinary action if appointed.

**SIGNED:**

**DATE:**