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**APPLICATION FORM**

Please complete this form legibly and return it on or before the closing date specified in the advertisement.   
ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience fit the requirements of this role. All information given will be treated with the strictest confidence and inline with data protection legislation. Continuation sheets may be added if necessary. Please send your completed application to jobs@pyramid-mentoring.co.uk

**POSITION APPLIED FOR: Mentor**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: | National Insurance Number: |
| Are you eligible to work in the UK: 🞎 Yes 🞎 No  Do you require a work permit to work in the UK: 🞎 Yes 🞎 No | Date of birth: |

**2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject and  qualification/level** | **Place of study** | **Grade attained** | **Year** |
|  |  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of membership (where appropriate)** |
|  |  |

**4. TRAINING -** Please give details of any qualifications or training you have received which supports your application. Include any on the job training as well as formal courses.

|  |  |  |
| --- | --- | --- |
| **Title** | **Provider** | **Date completed** |
|  |  |  |

**4. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer**  **and nature of business** | **Job Title** | **Brief description of duties/ Responsibilities:** | **Dates of employment:**  **From:**  **To:** | **Reason for Leaving** |
|  |  |  |  |  |

**5. GAPS IN EMPLOYMENT**

|  |
| --- |
| **If you have any gaps in employment please provide details** |
|  |

**6. SUPPORTING STATEMENT**

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| --- |
| **In this section please give your reasons for applying and additional information which shows how you believe you will match the minimum requirements for the job and any other skills, experience, knowledge or other attributes which you believe would be considered desirable by Pyramid mentoring for the role** |
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**7. REFEREES – please read the guidance below carefully**

**Please list the details of two persons who are willing to provide references for you.**

**If you are or have been employed, one reference must be your current/most recent employer.**

**If you have experience working with children, but your current/most recent employment does not involve work of this nature, then the second reference should be from an employer where you have most recently worked with children.**

**Referees should be your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the work.**

**If you are a student please provide contact details of a teacher at your school, college or university.**

**If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer.**

**Personal referees should be persons who have known you for at least 2 years (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post.**

**Referees will be contacted prior to interview (unless you request otherwise where shown below). We may need to ask you to provide further referees if references received are not satisfactory.**

|  |  |
| --- | --- |
| Name: | Name: |
| Job Title: | Job Title: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |
| Can we contact this referee prior to interview?  🞎 Yes 🞎 No | Can we contact this referee prior to interview?  🞎 Yes 🞎 No |

**8. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Do you hold a current full driver’s license?  🞎 Yes 🞎 No | Do you have regular use of a vehicle?  🞎 Yes 🞎 No |

**9. SPECIAL REQUIREMENTS**

|  |
| --- |
| **If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview?** |
|  |

**10. DECLARATION**

|  |
| --- |
| I declare that all information which I have provided is correct and complete. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |

**Self declaration and DBS Check**

**This post is subject to an enhanced DBS Check which needs to be completed prior to working for Pyramid Mentoring Ltd. A self declaration form must be completed in addition to this application**