



**Planet
Education**

Inspiring lives through sport

For office use only

Date received:

Received by (initials):

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact
No.

E-mail address:

Are you free to remain and take up employment
in the UK?

Yes

☐

No

☐

Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in
the UK?

Yes

☐

No

☐

If no, please give details below:

Do you own a car or have access to one?

Yes

☐

No

☐

Have you previously been invited for an
interview with, or employed by Planet
Education?

Yes

☐

No

☐

If yes, please state position(s) applied for / held:

2. Education/Qualifications

Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
School	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Reason for leaving:

Salary on leaving this post:	<div></div>	Notice Period or Leaving Date (if no longer employed):	<div></div>
------------------------------	-------------	--	-------------

Brief description of duties:

Continue on separate sheet if necessary

4.

Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

5. Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

6. Reasonable Adjustments/ Arrangements for Interview

Planet Education is a keen advocate of equal opportunities, please contact us if you need the application form in an alternative format.

Do you consider yourself to have a disability? Yes ☐ No ☐

Please provide details below of any 'reasonable adjustments' we can make to assist you in your application and/or with our recruitment process:

7. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Name:

Job Title:

Organisation:

Address:

Contact No:
Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

☐

No

☐

Reference 2

Name:	How is this person known to you:
Job Title:	Do you wish to be consulted before this referee is approached:
Organisation:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	
Contact No:	
Email:	

We reserve the right to contact any of your other previous employers within the last three years.

8. Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Planet Education Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

Candidates selected for interview will normally be notified within four weeks of the closing date.

If you return this form by email, you will be asked to sign your application at interview.

9. Submitting your application

By Post:

Planet Education Ltd
3000a Parkway,
Whiteley
Fareham
PO15 7FX

By E-Mail:

recruitment@planeteducation.co.uk

Enquiries:

Telephone: 02381 103448

Please attach/enclose a copy of your CV as part of your application.