



EDC JOB APPLICATION FORM

Internal use only

Ref. No. _____

Date Received _____

Notes for guidance:

Please complete application form in **BLOCK CAPITALS**. Read carefully and ensure all parts are filled in correctly. If there are any questions that do not apply to you write N/A (Not applicable) do not leave the question blank.

Section 1 – Your details

First Name:	Surname:
Address:	Date of Birth:
	Daytime Telephone No:
	Mobile Telephone No:
Postcode:	Email Address:
National Insurance No:	

Please tick which is appropriate
Are you applying to work?

Full Time	Part Time
Position applied for:	
Nationality:	
Are you legally entitled to work in the UK?	

Yes	No
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As stated in the Asylum and Immigration Act 1996, we must ask for proof that you are entitled to work in the UK. Should you be invited to attend an interview you will need to bring proof of eligibility along with you such as;

- Evidence of your National Insurance Number (P45, P60, National Insurance Card, most recent pay slip).
- Passport, work permit, certificate of registration or letter of naturalisation as a British Citizen.
- Proof of residence.

Please return back to:

Education Development College

5th floor Smithfield House, Digbeth High Street, Birmingham, B5 6BS, UK
Tel: 0121 622 1001 E-mail: info@edc.ac Website: www.edc.ac

Section 2 – Full Employment Experience

Please summarise your last 5 years' work experience, starting with the most recent. Include any job that may have been full time, temporary or voluntary. Continue on a separate sheet if necessary and attach a copy of your CV.

Employer's Name and Address	Date Started	Date Completed	Describe your job/ duties	Reason for leaving

Section 3 – Your qualifications

Please provide details of any qualifications you have gained. Please provide proof of your qualifications.

Name of Institution	Subject	Qualification (GCSE/O level, A level or equivalent, NVQ's, further and higher education)	Date Gained and Result

Other Relevant Experience, Interest and Skills

Provide details of suitable skills, abilities, experience and knowledge that you have which will enable you to carry out your duties effectively (these can be taken from your interests and hobbies). Please use additional paper if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their skills, abilities, experience, and knowledge. The box is currently blank.

Section 4 – Your References

All employment offers at **EDC** are subject to satisfactory references. We require a minimum of two references that are not related to you. Attach references to your CV.

If you have never been employed, then please explain what you did during your unemployment. If you cannot provide employment references, please provide relevant academic references.

Your current employer will not be contacted without your prior consent.

Please use an additional sheet if necessary.

Current Employer

Name:
Company:
Position held:
Address:
Postcode:
Telephone No:
Email Address
Date from:

Do you agree for EDC to contact this reference

Yes No

Previous Employer

Name:
Company:
Position held:
Address:
Postcode:
Telephone No:
Email Address
Date from:

Do you agree for EDC to contact this reference

Yes No

Section 5 – Your Health

Do you have any health problems?

Yes No

If yes, please give details below:

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Section 6 – Other information

Please provide us with details of any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974. Failure to do so may result in the termination of any Contract of Employment arising from this application. Conviction of a criminal offence may prevent you being considered for certain positions.

Have you been convicted of criminal offence in this or any other country?

Yes

No

Date of Appearance:

Date of Appearance:

Offence:

Offence:

Name of Court:

Name of Court:

Sentence:

Sentence:

Have you ever received a caution from the police with respect to the Commission of a criminal offence over the last 5 years?

Yes

No

Date of Caution:

Date of Appearance:

Offence:

Offence:

Name of Police Force:

Name of Police Force:

Do you have a court appearance pending?

Do you have a court appearance pending?

Declaration

I declare that this information is accurate, and I accept that should any statement made by me in connection with this application be found to be false, the application shall be void and as a result any contract arising may be terminated by the company at any time. I also give consent to EDC to contact my previous employers and those I have used as a reference.

Signature:

Date:

EDC is registered under the Data Protection Act 1998 to hold information about employees. The information provided on this form will be used as part of our selection process. It will be retained for a certain period for reference purposes after the selection process has been completed.

The Next Step

Once you have completed all sections of the application form, please send it to the address indicated in the vacancy advert or correspondence received. Your application will be processed and you will be advised of the outcome as soon as possible.