



AE Tuition APPLICATION FORM

POSITION APPLIED FOR:

The following information will be treated in the strictest confidence.

Complete this form by filling in the blue boxes.

Personal

Surname:

First name:

Address:

Postcode:

Home telephone number:

Mobile telephone number:

AE Tuition considers applications of employment from people below the age of 18 as well as those 18 and over, providing skills requirements for the role are met. Where relevant, in order to ensure appropriate safeguarding and employment terms for Young Workers or Child Workers, please complete and sign either a) or b) below before submitting your application for employment: -

a) I confirm that I am 18 years of age or above

Date: _____

Signed: _____

b) I am under the age of 18. My DATE OF BIRTH is _____

Date: _____

Signed: _____

Full Driving Licence: Yes

No

Endorsements:

Yes

No

If YES, please give further details
including dates:

Are you involved in any activity which might limit your availability to work or your working hours
e.g., local government?

Yes No

If YES, please give further details
including dates:



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Are you subject to any restrictions or covenants which might restrict your working activities?

Yes No

If YES, please give further details
including dates:

Are you willing to work overtime and weekends if required?

Yes No

Please give details of any hours
which you would not wish to work:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?)

Yes No

If YES, please give full details:

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment?

Yes No

Have you ever worked for this Company before?

Yes No

If YES, please give full details:

Have you applied for employment with this business before?

Yes No

Do you need a work permit to take up employment in the U.K.?

Yes No

How much notice are you required to give to your current employer?



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Relationship at Work

In line with safer recruitment all applicants are required to disclose relationships at work. Do you have any relatives currently working in any capacity at AE Tuition?

Yes - please provide details below No

| |
|-------------------------|
| Full name: |
| Job title: |
| Nature of relationship: |

Education

| Schools attended since age 11 | From | To | Examinations and Results |
|-------------------------------|------|----|--------------------------|
| | | | |
| | | | |
| College or University | From | To | Courses and Results |
| | | | |
| | | | |



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| Further Formal Training | From | To | Diploma/Qualification |
|-------------------------|------|----|-----------------------|
| | | | |
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| Job related Training Courses Name of Organisation | Date | Subject |
|--|------|---------|
| | | |
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Please give details of membership of any technical or professional associations:

| |
|--|
| |
|--|

Please list languages spoken and the level of competence:

| |
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| |
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Present or Last Employer

Are you currently employed?

Yes No

Name of present or last employer:

Address:

Telephone number:

Nature of business:

Job title & brief description of duties:

Reason for leaving:

Length of service:

From:

To:

Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

Supplementary Information

Please set out below any further information to support your application (e.g. past achievements, future aspirations, personal strengths)



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Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed: _____

PRINTED NAME:

Date:

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made:

Yes No

| | |
|-----------|-----------|
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Tel No: | Tel No: |

Source of Application

How did you hear of this vacancy?

Please use this space if you need to continue your employment, training or education history.