

**Application Form**

# No job applicant or employee will receive unfavorable treatment directly or indirectly on the grounds of gender, sexual orientation, marital status, race, religious beliefs, age or disability.

**Unless otherwise stated School Trends will only consider applications from persons who have the right to live and work in the U.K.**

**Post Applied For**

**Perm**  **Temp**  **F/T**  **P/T** 

If you are applying for part time, please specify the days and the times.

**Name Title**

# Address Telephone No

# Mobile No

# Post code

**e-mail**

# Sales Representative Candidates Only

\*Are you a car owner? Yes  No  \*Do you have a Driving Licence? Yes  No 

Please List any endorsements:

# Section 1 - Education

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Subjects** | **Level** | **Grade** |
|  |  |  |  |

**Further Education**

|  |  |  |
| --- | --- | --- |
| **College / University** | **Course** | **Result** |
|  |  |  |

**Professional Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Subjects** | **Internal / External** | **Result** |
|  |  |  |  |

**Section 2 - Employment History**

Please provide details of your previous employment in date order, giving dates by month and year, starting with your earliest, or the positions you feel are the most relevant to your application.

If there are any gaps in your employment history, please ensure that the reasons are fully explained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Start Date** |  | **Leaving Date** |  |
| **Reason for Leaving** |  | **Salary** |  |
| Skills Used / Attained: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Start Date** |  | **Leaving Date** |  |
| **Reason for Leaving** |  | **Salary** |  |
| Skills Used / Attained: | | | |

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| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Start Date** |  | **Leaving Date** |  |
| **Reason for Leaving** |  | **Salary** |  |
| Skills Used / Attained: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Start Date** |  | **Leaving Date** |  |
| **Reason for Leaving** |  | **Salary** |  |
| Skills Used / Attained: | | | |

Which of these positions did you enjoy the most and why?

# Section 3 - Further Information to support your Application.

This section gives you the opportunity to explain what skills and personal attributes you can bring to this role and to the company.

# Section 4 – Values

At Barlow Park (School Trends) we believe there are certain values which are important in maintaining a positive working environment. In your opinion what are the most important values in the workplace and why?

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# Section 5 – General Information

**Professional Referee Personal Referee**

**Name**

**Position Address**

**Tel:**

**e-mail**

**Name**

**Relationship Address**

**Tel:**

**e-mail**

If you have any special requirements needed in order to attend your interview, please contact our **HR Dept. on 0114 2512556** and we will be more than happy to oblige.

Barlow Park Ltd (School Trends) prides itself on being an Equal Opportunities employer and as such we aim to select staff suitable for the job. We are committed to interviewing any candidate with a disability who meets the minimum criteria for appointment to this post. This is in accordance with our responsibilities as an employer under the Equality Act 2010.

Due to legislation we are required to know whether you are of a legal age to take up full time employment? (Please complete even if applying for a part time position)

Yes  No 

Do you require a work permit to work legally in the UK? Yes  No 

Do you have any other commitments which may affect your working hours?

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How did you become aware of this position?

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Have you previously applied for a position with Barlow Park (School Trends)? If so, what vacancy and when did you apply?

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Please give details of any pre-booked holidays that you have arranged.

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Do you know anyone who is currently employed by School Trends?

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# Data Protection Act 1998

All information gathered is for the purposes of employment selection only. Under the Data Protection Act 1998 School Trends will not disclose applicant information to a third party for any reason and all information shall be securely disposed of after the recruitment process has been completed.

For us to retain your information after the recruitment process has been completed, for a period of 6 months only and strictly for the purposes of any future vacancies, Barlow Park Ltd ( School Trends) require your written authorisation. Please ensure you tick the appropriate box at the declaration stage of this application form if you consent for this to happen.

# Declaration

I confirm that the above information is correct and that misleading statements may be sufficient grounds for cancelling any agreements.

**Signature Date**

I confirm that I give my consent for School Trends to retain my information

for a period of 6 months after my application has been completed. Yes No

 

**Thank you for taking the time to complete this application form.**

# Please return hard copies by post to:

# HR Department, School Trends, 9 Holbrook Enterprise Park, Enterprise Way, Sheffield S20 3GL

# or by e-mail to info[@schooltrends.co.uk.](mailto:applications@schooltrends.co.uk)

**Save file as 'Application Form your name' (PLEASE DO NOT SEND CVs)**

**If you have not heard from us within 21 days of the closing date of the position you have applied for, we regret that you have not been successful.**