

Note to candidates:

* Please ensure you have read the Job Description & Person Specification before completing this form.

* If you are using a **Mac** to complete this application, please ensure you use **Adobe** rather than **Mac Preview** (often the default), as this programme is not compatible with the form.



APPLICATION FORM – NATIONAL OFFICE

POSITION APPLIED FOR:	
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PERSONAL DETAILS					
Title		Surname		First Name(s)	
Home Address (including postcode)					
Telephone Numbers	Work		Personal		
Email Address					
National Insurance Number					
Do you have the right to work in the UK?		YES NO			
Do you require a work permit or visa?		YES NO If yes, please give details			

CURRENT EMPLOYMENT					
Name & Address	Position Held	Main Responsibilities		From	To
Current Salary		Additional Salary		Total Salary	
Reason For Leaving				Notice Period	

REFEREES			
(Please provide details of two referees, covering the last three years, one of whom should be your current employer)			
Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Relationship to you		Relationship to you	
Address		Address	
Telephone number		Telephone number	
Email		Email	

Are you willing for this referee to be approached prior to interview?	YES	NO	Are you willing for this referee to be approached prior to interview?	YES	NO
PERSONAL DATA					
Have you applied for a position at Oasis before?	YES NO If yes, please give details				
Please declare if you are related to or know personally any Oasis employee					
Where did you hear about this vacancy?	OCL/Academy website LinkedIN Charity Job Other Job Board Please give details: Word of mouth* * If you heard about this vacancy through a member of Oasis, please provide their name so we can thank them				
CONFIDENTIAL INFORMATION					
(Oasis Community Learning requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, caution, reprimand or warning under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.)					
In relation to the above, if you have any unspent convictions, cautions, reprimands or warnings, you are obliged to detail these below					
Do you have any unspent convictions, cautions, reprimands or warnings?	YES NO If yes, please give details				
I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency. I also confirm to a criminal records check if appointed to the position for which I have applied			Electronic Signature		
			Date		
DECLARATION					
In submitting this form to Oasis Community Learning: I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment. I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998					
Signature (to confirm agreement)			Date		

Please email this completed form to OCLRecruitment@oasisuk.org with your **CV** and a **Covering Letter** addressing why you're applying for this post at Oasis Community Learning and what skills and experience you can bring to the post. Your covering letter should make reference to the **Oasis Ethos** and the requirements set out in the **Person Specification**.