



# Employment Application

## SIPS Limited

---

Job title

Closing Date

Reference Number

Please note : Application Forms received after the closing date will not be accepted

### Your Contact Information

Title

First  
Name(s)

Surname

Phone - home

Phone mobile

---

Address

E-mail address

Where did you hear about this vacancy?

---

**Employment History**

Current or Most Recent Employer

Job Title

From :

To :

Address of Employer

Brief details of duties and responsibilities  
(no more than 200 words please).  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.  
.

Salary

Reason for Leaving

Notice period required

Employer

Job Title

From :

To:

Address of  
Employer

Brief details of duties and responsibilities (no more than 200 words please)

.

.

.

.

Salary

Reason for  
leaving

Employer

Job Title

From :

To:

Address of  
Employer

Brief details of duties and responsibilities (no more than 200 words please)

Salary

Reason for  
leaving

Employer

Job Title

From :

To:

Address of  
Employer

Brief details of duties and responsibilities (no more than 200 words please)

.

.

.

.

Salary

Reason for  
leaving



## **Qualifications**

Name of School/College /  
University

Subject Level

Date of  
Completion

Result

---

## **Training Undertaken**

Course Title

Result and Awarding  
Body

Completion Date

---

Have you previously worked for SIPS Education ?

Yes          No

Please note : If you have been previously employed by SIPS Education, the service area in which you worked will be asked to confirm details of your previous employment, including your reason for leaving.

Please review the Job Description and Personnel Specification, and indicate by means of examples how you are capable of carrying out the duties of the job as listed. You may give examples from your experience in employment, education, voluntary work or personal life.

(A continuation sheet is below if you require additional space)

## Continuation Sheet



## Self-declaration of suitability to work in posts requiring a criminal records check

If the post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Please disclose details of reprimands, formal warnings, cautions and convictions, including spent or unspent convictions. Any information given will be treated as confidential and will be considered only in relation to posts in which order applies.

Do you have a criminal conviction?

Yes

No

If yes please give further details below

I certify that to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

I hereby consent to SIPS Education Ltd and relevant organisations processing and retaining the data contained within this form for recruitment, selection and employment related purposes only I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note application forms submitted electronically/online will require to be signed should you progress to the next stage of the process).

Signed

Date

SIPS Education Limited is a Disability Confident Committed employer and encourages applications from disabled people. If you inform us that you are disabled and meet the minimum criteria for the job you will be offered an interview.

### Data Protection

This information will be processed and stored for the purpose of recruitment and employment with SIPS Education Ltd. All personal and sensitive information will be processed in accordance with the Data Protection Act 1998 and GDPR 2018. It is your responsibility to notify SIPS of any changes to your personal information that we hold about you. For more information on our procedures, and what we do with your data, please refer to a copy of our Privacy Notice. For any other enquiry relating to Data Protection matters, including Subject Access Requests, please contact the Data Protection Officer – [Laura.hadley@sips.co.uk](mailto:Laura.hadley@sips.co.uk).