



# Application Form Learning Support Assistant

Please circle which area(s)  
**Carpenter**                      **Gardener**

## Personal

Surname	Forename(s)	Date of Birth
Address		How do you wish to be addressed: Mr / Ms / Mrs / Miss / other .....
Daytime Tel No: Mobile No. Email address:		National Insurance No:
Do you have a work permit to work in the UK? Yes / No / Not Applicable		Do you have a current driving licence? Yes / No

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:

## Education

Secondary school(s) attended	From	To	Qualifications gained (including grades)
Colleges/Universities	From	To	Qualifications gained (including grades)

**Other Training/Qualifications/Membership of Professional Bodies/Apprenticeships/Special Courses, etc. Please include dates where appropriate.**

**Employment History (current or most recent employer first)**

Please include temporary posts and work experience

From (month/year)	To (month/year)	Name and address of employer	Job title and duties	Final salary and reason for leaving

**Notice requirement in current post:****Attendance and Reliability**

Please state the number of occasions, and for how many days, you have been absent from work due to sickness during the last 12 months

## References

Please provide the names, addresses and telephone numbers of two people from whom we may obtain references. **One reference must be from your current or most recent employer and will not be sought without your authority.** The second reference can be from a previous employer or can be a character reference from an alternative source. We do not accept character references from relatives or people writing solely in the capacity of friends.

### Employer Reference

**Name:**

**Occupation:**

**Address:**

**Postcode:**

**Tel. No.:**

**Email address:**

### 2<sup>nd</sup> Employer/Character Reference

**Name:**

**Occupation:**

**Address:**

**Postcode:**

**Tel. No.:**

**Email address:**

May we approach these referees now? Yes / No

## Supporting statement

Please detail here your specific reasons for this application, your main achievements to date, the strengths you would bring to this post and any other information relevant to your application.

(please continue on another sheet if necessary)

**Disclosure and Barring Service (DBS) checks**

**All employees need to pass an enhanced DBS check.**

Are you a member of the DBS Update Service?      Yes / No

If 'Yes', do you consent to Phoenix carrying out an online status check?      Yes / No

**Declaration (please read carefully before signing this application)**

I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.

I agree that the information provided in this application form may be processed by the employer in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, the employer may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the employer in a secure confidential file and the contents only used for necessary business purposes subject to my express consent for disclosure where necessary.

Signed ..... Dated .....

**Please return the completed application form to:**

The Phoenix Trust (Milton) Ltd,  
Unit 8 Milton Trading Estate,  
Cambridge Road,  
Milton,  
Cambs,  
CB24 6AZ