

**Registration Form**

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| Salford Community Leisure Ltd (SCLL) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  For roles involving work with, or having access to information about vulnerable people you are required to have an Enhanced DBS check.  You should not register to work with these groups if you know that you are barred from working with children or vulnerable adults.  Any offer of work will be subject to satisfactory completion of pre-employment checks and a probationary period. | |
| **Vacancy Details** | |
| Job Title: | MAPAS Tutor |
| Instrument(s): |  |

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| **Personal Details:** | |
| Title: |  |
| First Name (s): |  |
| Last Name: |  |
| Name known as: |  |
| National Insurance Number |  |
| House Name / Number: |  |
| Street Name: |  |
| City Town: |  |
| County: |  |
| Postcode: |  |
| Contact number: |  |
| Email address |  |

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| **Eligibility to work in the UK** | |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control unless they have documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. | |
| Do you have an entitlement to work in the UK? | **Yes / No**  (circle as appropriate) |

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| **Other Applicant Details** | |
| Are you currently, or have you previously been employed by this organisation? | **Yes / No**  (circle as appropriate) |
| If **yes**, please provide dates from and to and reasons for leaving (if applicable) | |
| Date from |  |
| Date to (If currently employed by SCLL please leave blank) |  |
| Reason for leaving (if applicable) |  |
| **Relationships** | |
| Are you related to a Board Member, Councillor or Senior Officer of this SCLL? | **Yes / No**  (circle as appropriate) |
| If yes, please provide the following details: - |  |
| * Name: |  |
| * Relationship to you: |  |

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| **Dismissed** | |
| Have you ever been dismissed from any organisation for any reasons other than redundancy? | **Yes / No**  (circle as appropriate) |
| If yes, please give details, including dates, reasons and employer | |
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| **Disability** | |
| Salford Community Leisure Ltd has made a commitment to improve the employment opportunities for people with disability and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.  The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long tem adverse effect on their ability to carry out normal day to day activities (i.e. has lasted or is expected to last over 12 months) | |
| Do you consider yourself to be disabled according to the above definition? | **Yes / No**  (circle as appropriate) |
| If you answered **yes**, how would you define this impairment? | |
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| Please specify any arrangements we can make to assist you if you are invited for interview / assessment | |
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| **Employment History (including Voluntary Work undertaken / Work Experience / Placement)** | |
| This part of the registration gives SCL an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.  If there are any periods of time that have not been accounted for, for instance periods of travel, not in employment, nor education or caring for others, please give details of these dates also.  The information provided must provide a complete chronology from the **age of 16;** please ensure that there are no gaps in the history of your employment and other experiences. | |
| **Working Experience** | |
| Name of current / most recent employer / organisation: |  |
| Organisation address: |  |
| Job Title / Role with organisation: |  |
| Salary & benefits (if applicable): |  |
| Date from: |  |
| Date to: |  |
| Period of Notice required: |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: | |
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| **Previous Employment (including Voluntary Work undertaken / Work Experience / Placement)** | |
| Please list all other jobs held, starting with the most recent, including any previous or current employment / voluntary work with this organisation.  **NB there should be no gaps in your employment and education history as mentioned above** | |
| **PREVIOUS WORKING EXPERIENCE** | |
| Name of previous organisation: |  |
| Organisation address: |  |
| Job Title / Role with organisation: |  |
| Salary & benefits (if applicable): |  |
| Date from: |  |
| Date to: |  |
| Period of Notice required: |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: | |
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| If you have any more previous employers / organisations, please complete the Employment Gaps Table overleaf | |

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| **Employment Gaps Form** | | | | | | |
| You have been asked to complete this Employment Gaps Form to identify any gaps in your employment history since leaving school, and as part of safeguarding recruitment procedures, I am required to ask you to confirm all your past history.  If there are any periods of time that have not been accounted for, for instance periods of travel, not in employment nor education or caring for others, please give details of these dates  The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment / other experiences. | | | | | | |
|  | **Job Title / Education / Voluntary / or other (please state)** | **Address** | **Date**  **Started**  **Month/Year** | **Date**  **Ended**  **Month/Year** | **Full Time / Part Time/**  **voluntary** | **Comments / reason for leaving** |
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| **Education and Training** | | | | |
| Apart from giving details of formal education and qualifications in the section below, please also mention any short / non-qualification courses that you may have attended to improved your knowledge and skills, if they are relevant to the role you are registering for, in training and development.  **NB. Successful applicants will be required to provide proof of their qualifications.** | | | | |
| **Education** | | | | |
| **Qualification** | | **Grade** | **Where obtained** | **When obtained** |
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| **Membership of Professional Bodies** | | | | |
| If yes, please give more details | | | | |
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| **Training & Development (e.g. In-house course, non accredited training)** | | | | |
| **Item** | **Subject** | | **Provider** | **Date attended** |
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| **Supporting Information** |
| This section of the registration form is very important, as this is where you demonstrate your suitability for the role advertised. Please ensure you read through the advertisement and documentation to get a clear view of what the role involves.  Make sure that you tell us how you match the requirements of the role, Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experiences, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities or you may do social or community activities in your spare time.   1. Ensure that the information you provide is well organised and relevant. 2. It should show to what extent you have gained the skills and experience necessary for the post. 3. Give specific examples of the work you have been involved in, how you went about it and the outcome. 4. Always remember to specify your responsibilities rather than those of your section or team. |
| **Skills, Knowledge & Experience** |
| If you would like to add more skills, knowledge or experience, please put the information on a separate piece of paper and attached them to this registration form. |

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| **Safeguarding References** | |
| Please give details of two referees, one of which must be from your current / last line manager. If you are not currently working with children but have done so in the past the second referee should be the organisation by whom you were most recently employed in with children.    If you have not been previously employed please provide a personal reference. **References will not be accepted from relatives, or persons who only know you as a friend.** If you are a school or college leaver, then your Head Teacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential.  References will be taken up prior to interview due to safeguarding practices. | |
| **Current or most recent employer / voluntary work / organisation** | |
| Referee Name: |  |
| Job Title (if Applicable): |  |
| Organisation: |  |
| Address: |  |
| Switchboard / Telephone number (if applicable): |  |
| Email address: |  |
| Relationship to you: |  |
| **Previous employer / voluntary work / organisation** | |
| Referee Name: |  |
| Job Title (if Applicable): |  |
| Organisation: |  |
| Address: |  |
| Switchboard / Telephone number (if applicable): |  |
| Email address: |  |
| Relationship to you: |  |

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| **Declarations** | | |
| **“I confirm that I have completed this registration and I understand that any false information, any relevant omission or misleading statements may disqualify me from being offered work opportunities”.** | | |
|  | | **Please tick the box opposite to confirm that you have read and understand the above mentioned statement.** |
| **Signed:**  **(please ensure you tick the box above)** |  | |
| **Dated:** |  | |