

# WILLIAMS & CLEAL

Furniture by Design

## APPLICATION FORM

### POSITION: Fine Furniture Tutor

Please write/or email a covering letter, and a completed Application Form. I will respond to your letter promptly and, if your application is of interest, I will invite you to attend an interview at the workshop to discuss the position further.

The rate of pay and hours for the position is negotiable, depending on the skills and experience of the applicant.

Please do not hesitate to call or email if you would like any further information before making your application.

Many thanks,

Jane Cleal

**The following information will be dealt with in the strictest confidence**

### **Part A: Personal (Block capitals please)**

Family Name/Surname	
Forenames	
Known name (if different from above)	
Current address	
Postcode	
Preferred contact telephone number	
Alternative telephone number	
Email address	
Website/Blog	
Date of Birth	

**Part B: Present (or most recent) Employer**

Are you currently employed?

Yes / No

Name and address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reasons for leaving:			

**Part C: Employment History (most recent first)**

Please give as much relevant information as possible. You must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please indicate any time spent employed as a volunteer.

Name & address of Employer	Date from/To (MM/YY)	Job Role	Final Salary and reason for leaving

**Part D: Academic, Professional and Vocational Qualifications**

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date achieved	Name of Educational Establishment and/or Professional or Awarding Body

--	--	--

**Part E: Training/Continuing Professional Development and Hobbies**

Please give details of relevant training/development activities		
Training Course and Organiser or Development Activity	Time spent	Outcome – Grade Achieved (Where applicable)
Interests, Achievements, and Leisure Activities e.g. hobbies, clubs or sports memberships		

**Part F: Personal Statement**

You may continue on a separate sheet if you need to.

**Previous Experience:** Referring to the job description, please detail your relevant experience to date and your reasons for applying

### **Part G: Supplementary Information**

Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel.

--

**Positive About Disability:** We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.

Do you consider yourself to have a disability?	<b>Yes/No</b>
--	---------------

If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	<b>Yes/No</b>
---	---------------

**Disclosure of Criminal Offences:** The rehabilitation of Offenders Act 1974 gives individuals the right to disclose details of old offences which are seen as 'spent'

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'

--

If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any 'spent' convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council:

--

## **Part H: References and Declarations**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

We will not contact anyone for references before an offer of employment is made.

**References:** Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend.

Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with students but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.

<b>Name of first referee</b>	
Job Title of Referee	
Name of organisation	
Address (Including Postcode) Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: To:
<b>Name of second referee</b>	
Job Title of Referee	
Name of organisation	
Address (Including Postcode) Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: To:

I can confirm that I am entitled to live and work in the United Kingdom  
I am willing for this data to be held and processed by Williams and Cleal and to be verified with relevant third parties. This may eventually include previous employers.  
The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.

Signed

Date

If you apply online and are shortlisted, you will be asked to sign your application at interview.

Source of Application

How did you hear of this vacancy?

---

---