

**Job Role**

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| JOB TITLE | Support Tutor, hourly rate |
| JOB REFERENCE | BMHRSTST001 |
| WORKING PATTERN | Courses are generally run on one day for 5 hours, for 10-12 weeks |
| HOURS | Case by case basis |
| LOCATION(S) | Throughout Greater Manchester; travelling required |
| CLOSING DATE | August 31st 2022 |

Please return this document and accompanying documents and evidence to **jobs@bmhtraining.co.uk**

**Personal Details**

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Known as |  |
| Current Address |  |
| Contact Number |  |
| Email Address |  |
| National Insurance Number |  |
| Date of Birth |  |

**Criminal Convictions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | **Yes** |  | No |  |
| If yes, please give details: | | | | |

**Eligibility Information**

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| --- | --- | --- | --- | --- | --- |
| This section is used to assess your eligibility for employment in line with UK law. Please send a digital copy alongside this application. | | | | | |
| Do you possess a valid UK passport or a valid Driving Licence or birth certificate? | | Yes |  | No |  |
| If “NO”, are you eligible to work in the UK without restriction? | | Yes |  | No |  |
| Please provide details, e.g., what type of visa/identification do you have / expiry date? |  | | | | |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please include any secondary and further education, higher education and postgraduate study and professional qualifications. | | | | |
| **Place of Learning** | **Subject** | **Qualification** | **Grade (if applicable)** | **Month/Year** |
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**Employment History**

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| **Details of Current (or most recent) Employment** | |
| Employer |  |
| Address and Postcode |  |
| Telephone Number |  |
| Email Address |  |
| Start date |  |
| End date |  |
| Notice period |  |
| Hourly Salary |  |
| Position Held |  |
| Summary of main duties |  |

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| **Details of Previous Employment** | | | | |
| Starting with the most recent, please give details of your career history for the last five years. Please ensure that you explain the reason for any gaps including details about travel, career breaks, unemployment. Etc. | | | | |
| **Start Date** | **End Date** | **Employer** | **Job Title and Key Responsibilities** | **Reason for Leaving** |
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**References**

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| --- | --- | --- | --- |
| Please provide the names and addresses of two referees we can contact regarding your suitability for this role. If you are unable to provide a recent work reference, we are happy to accept a professional character reference. E.G. Work Coach, tutor, police officer that can attest to your attitude to work, experience and skills.  Due to the nature of the business, BMH Training Limited conducts Basic DBS checks on all of its employees. | | | |
| **Reference 1** | | **Reference 2** | |
| Name |  | Name |  |
| Position/Relationship |  | Position/Relationship |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Email Address |  | Email Address |  |

**Declaration**

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| --- | --- |
| I understand that the personal data on this application form is needed to process my application for the position and that should I be unsuccessful, it will be destroyed twelve months after the appointment of the successful candidate. Any pre-employment information kept on the HR database about the successful candidate will also be deleted twelve months after appointment.  Should I be successful in my application for the position, I understand that BMH Training Limited will create and maintain computer and paper records on me based initially on the information provided in this application form. During the course of employment, and after, these records will be processed in accordance with the Data Protection Act (1998).  By ticking the box below, you are consenting that the information in the records may be used both internally within BMH Training Limited and to relevant external bodies and for references to potential employers and other organisations.  Furthermore, you are certifying that to the best of your knowledge and belief, the information provided in all parts of the application is correct. Should you deliberately make a false statement on this form and an offer of employment is made, your future employment could be jeopardised.  Please tick the box to confirm you understand and agree to the above declaration: | |
| **Full Name** |  |
| **Date** |  |