**APPLICATION FORM**

**Post title: Assistant Educational Psychologist**

**1. PERSONAL DETAILS**

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| --- | --- | --- |
| **Surname/Family Name**: | **First Name**: | **Contact tel. no**:  **Email address**: |
| **Correspondence Address**:  **Postcode**: | | **National Insurance Number**: |
| **Do you hold a current driving license**?  **Date obtained**:  **Type of license held**: |
| **Under the Disability Discrimination Act, do you consider yourself to have a disability**? | | |

**2. EDUCATION AND TRAINING**

Please give details of secondary, further and higher education, examinations passed and other relevant training undertaken. You must specify in detail any qualifications relevant to our essential criteria. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

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| **Qualifications** | | | |
| Name of School/College/University | Period of study (dates) | Subject and type of qualification or course | Grade(s) |
|  |  |  |  |
| **Training** | | | |
| Training provider | Date | Subject/title of course | |
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**3. EMPLOYMENT HISTORY**

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| --- | --- |
| **Current or most recent employment** | |
| Post title: | |
| Employer and Address: | Date appointed:  Date left (if applicable):  Reason for leaving: |
| Present wage/salary:  Please specify type and value of any allowance included in the above: | Notice required/date available for employment: |

No approach will be made to your present employer before an offer of employment is made to you, other than for a reference where applicable.

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| **Previous employment/experience**  Starting with the earliest please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added. | | | |
| Name and address of Employer | Post Title/Brief outline of duties (including salary/grade) | Dates | Reason for leaving |
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**4. SUPPORTING STATEMENT**

Please tell us why you applied for this job and why you think you are the best person for the job. *In completing this section take as a guide the job description and person specification for the job for which you are applying. Use a separate sheet if necessary, ensuring that each additional sheet has your name on it.*

**5. REFERENCES**

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. Referees will be approached before the interview date in line with our commitment to ‘safer recruitment’ within our safeguarding policy.

**As all posts with Your Psychology involve working with children and young people references will be taken up prior to interview**.

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| **Referee 1** | **Referee 2** |
| **Name**:  **Address**:  **Tel. no**:  **Email**:  **Occupation**: | **Name**:  **Address**:  **Tel. no**:  **Email**:  **Occupation**: |

**6. OTHER INFORMATION**

Have you ever been convicted of a criminal offence?

YES / NO (declaration subject to the Rehabilitation of Offenders Act 1974)

*Please note that because this post involves working with children and young people, rigorous pre-employment checks will be undertaken. This will involve an enhanced check by the Disclosure and Barring Service on Police records for all criminal convictions, cautions and any impending cases.*

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal, or the withdrawal of any offer of employment. I also give my consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature (electronic signature is acceptable) ..................................................

Date................................................................

**Closing date: Monday 22nd June 2018, 5pm**

Application forms should be returned by email to [office@yourpsychology.co.uk](mailto:office@yourpsychology.co.uk) or by post to: Dr Gary Lavan, Your Psychology Ltd, Creative Industries Centre, University of Wolverhampton Science Park, Glaisher Drive, Wolverhampton, WV10 9TG