



FAB Learning
Forming a new beginning through bespoke interventions.

FAB Learning Interventions Application Form

The FAB Learning Ethos	<p>We are a small alternative provision that treasures the children and young people we work with. We believe in keeping learners at the heart of everything we do. Supporting young people through life's challenges and ensuring trusting relationships are formed with families and carers.</p> <p>We provide our learners with bespoke packages of education and celebrate all of their achievements. Our aim is to encourage them to achieve both their academic and personal potential.</p> <p>For more information about FAB Learning and current vacancies/roles, please visit www.fab-learning.co.uk</p>
Job Information	<p>TUTOR - Self-Employed. Location: Nottinghamshire / Derbyshire</p> <p>The post holder will be responsible for delivering an innovative, creative and flexible curriculum during sessions to support children and young people's needs. The sessions will take place within community venues. Up to-date driving licence will be essential along with access to a vehicle.</p> <p style="background-color: yellow;">As part of FAB's commitment to safeguarding young people, applicants must be willing to undergo child protection screening appropriate to the post and in line with Safer Recruitment and the FAB Safeguarding Policy, including checks with past employers and the Disclosure and Barring Service.</p>

Part 1: Applicant Information

Title:	Forename:	Surname:
Previous Names Known By:		DOB: (DD/MM/YY)
Phone Number:		Email:
Address:	National Insurance Number:	
Post Code:	Do you have the right to work in the UK? (Circle One) Yes No	
Portable DBS Number & name on certificate (applicable only if you pay an annual fee to DBS Update Service):	Teacher Reference Number (if applicable): QTS Number (if applicable):	



Part 2: Qualifications and Training

Institution Name:	Dates: (start date to completion date)	Qualification Gained (as listed on the certificate):	Grade/ Class of Degree:	Date Qualification Gained:

*Please note that shortlisted candidates will be required to show proof of qualifications by providing original transcripts or certificates at the interview stage.



Part 3: Employment History

Please include details below for your current employer or previous employer (if not currently employed). Please note that applicants must also include details if they are self-employed.

Name/Address of Employer:	Postcode:	Type of Business Carried Out:	Role:
Hours worked each week:	Annual Salary:	Date of Employment:	Reason for Leaving:
Please give a brief description of duties carried out in this role:			

Beginning with your most recent employment, please provide the following details. Please ensure any employment that has included working with children, young people and vulnerable populations are included:

Employer Name/Address:	Dates (start date to finish date):	Job Title:	Full time or part-time? If part-time please give details of hours worked:	Salary/Wage/Grade (per annum):	Reason for Leaving:



Part 4: References

Please note that as part of FAB Learning's commitment to safeguarding young people, we are not able to accept character references. Friends and family are not appropriate references and will not be accepted.

One of the referees must be your present/or most recent employer, as well as someone who has acted in a management position at the organisation listed. Interviews will not be able to take place without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. **Please note that emails provided for references must be from company/institution emails and personal emails will not be accepted.**

FAB Learning reserves the right to approach any previous employer or manager. For references received for shortlisted candidates, an opportunity will be given to discuss their content with the panel at the interviewing stage.

Referee 1 (current employer):	
Name:	Role/Status:
Organisation:	Phone Number:
Address:	Email:
How long have you known this reference for?	

Referee 2:	
Name:	Role/Status:
Organisation:	Phone Number:
Address:	Email:
How long have you known this reference for?	

Do you give consent for FAB Learning to contact your references, including your current employer prior to interview? **CIRCLE/HIGHLIGHT ONE:** Yes No



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Part 5: Personal Statement/ Information to Support Your Application

Please use this box to detail your skills, knowledge and experience to support your application and ability to successfully carry out the role advertised.

If you would like a copy of the job description and person specification to inform your response, please visit the FAB Learning website: fab-learning.co.uk



Part 6: Information

Please circle or highlight yes or no to the following questions:

Do you currently hold a full driving license?	YES	NO
Do you have regular use of a roadworthy vehicle?	YES	NO
Do you have business insurance on your vehicle or are you willing to purchase business insurance prior to commencing work?	YES	NO
Are you PC literate?	YES	NO
<p>Have you ever been the subject of formal disciplinary proceedings? If yes, please give details below your circled answer.</p> <p>This information is required, including that related to warnings regarded as "spent" in order for the FAB to ensure safer recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of the services. You are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	YES	NO
		Further information from applicant if required:

Part 7: Criminal Background Disclosure

FAB is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

If the post for which you are applying requires a Disclosure and Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please circle/highlight your answers to the following questions:

Have you ever been convicted of a criminal offence?	YES	NO
Have you ever been cautioned for a criminal charge?	YES	NO
At present, are you the subject of a criminal charge?	YES	NO
If yes to any of the above, please utilise the box on the right to give brief details including dates of listed offences/outcomes.		



FAB Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. Successful applicants will receive a copy of the FAB Learning Safeguarding and Child Protection policies that outline the duties and responsibilities of all parties involved with our provision.

Part 8: The Equalities Act

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. FAB is committed to the development of positive practices to promote equality in employment.

If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled? CIRCLE/HIGHLIGHT ONE	YES	NO
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Part 9: Data Protection Act

The personal information collected on this form will be processed securely on a FAB computer, using the Google Drive. If successful, your personal information will be retained whilst you are an employee and used for payroll, and personnel administration. This information will be only disclosed when there is a statutory reason for doing so.

Part 10: Applicant Declaration

I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with FAB Learning.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. An offer of work will not be made until FAB Learning is satisfied with the contents of the information received during the safer recruitment process.

Applicant Signature:	Date:
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Please send all completed application forms to:

chloeargent-duncan@fablearning.uk