



The **Highfield** Group

# Application form

Please complete this application form in black ink and return it, along with a copy of your CV, to:

***HArecruitment@highfield.co.uk***

Post applied for: .....

## Personal information

Full name:  
*(including title)*

Current address:

Postcode:

Email address:

Contact telephone  
number(s):

Where did you hear  
about this opportunity?

## Please indicate which role(s) you would like to be considered for:

	Associate	Employed
End-point assessor		
IQA		



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**Please detail the apprenticeship standard(s), including pathways (where relevant) you wish to be considered for. Provide full details of how your professional experience and qualifications meet the requirements of the person specifications.**

Apprenticeship standard and pathway	How do you meet the requirements of the person specification?
<i>E.g. Adult Care Worker</i>	<i>Experienced and qualified adult care practitioner, still currently working in the care industry to fulfil CPD requirements. I hold the IQA qualification.</i>



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## Employment information

Current employment status:

*(employed, self-employed, full time, part time):*

Current employer/ company:

Job title:

Date of commencement:

Outline your main responsibilities:

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Give details on previous roles, providing example of any hands on/professional experience in the sector you would like to assess.

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## Conflict of interest

Do you assess, quality assure or moderate for any other awarding organisation or training provider?

## Qualifications

Please list all relevant professional, vocational and/or academic qualifications you hold or are working towards.

*Please note: evidence of these may be requested.*

## Availability and Travel

Please detail your availability for the role, such as the days per week you are able to carry out assessment and the postcodes/areas you would be willing to travel to.



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## Disclosure and Barring Service (DBS)

Due to the nature of the role, and for the purposes of the Rehabilitation of Offenders Act Exceptions Order, please provide details of any criminal convictions, and the penalty imposed, whether or not regarded as spent under the Rehabilitation of Offenders Act 1974:

If you are DBS approved, please provide your reference number:	
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***Engagement of your services is subject to a satisfactory DBS check, which will be determined at Highfield's absolute discretion.***

## References

*Please provide details of two references who you are happy for us to contact.*

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## Dismissal

Have you ever been dismissed by an employer? If so, for what reason(s)?

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## Declaration

I confirm the information provided in the above application is correct to the best of my knowledge.

Signed: ..... Date: .....

Please return this form to ***HArecruitment@highfield.co.uk***

Please be assured that all of the information provided will be held confidentially in accordance with General Data Protection Regulations.

*The Highfield Privacy Policy can be found on our website.*