Submit by Email

Return marked Addressee Only to: Lynne Govus, regis: ctv, Sussex Business Village, Lake Lane, Barnham, West Sussex, PO22 0AL or email to lgovus@regis.co.uk / click the submit by email button

Assessor / Internal Verifier Application Form

1. Basic Details

Title		Forename's		Surname	
Nat Ins No.				Date of birth	
Address				Tel no.	
				Mobile no.	
Postcode		Email address			
Position for which you are applying					

2. Other information

Do you hold a current driving licence	Yes		No	
Do have access to a motor vehicle for work use	Yes		No	
How far from your home address are you prepared to travel to perform learner reviews				
Are you legally entitled to work in the UK	Yes		No	
In line with the Asylum and Immigration Act 1996 we have to ask you for proof of your right to work in the UK. Therefore, before being employed by regis we will request sight of documentary evidence as proof of your right to work in the UK				
Do you have valid Public Liability Insurance	Yes		No	
Once you have accepted our offer we will need to view your policy/certificate				
How soon would you be able to start working for regis?				

3. Education

Please provide details of your education from age 16			
Name & address of school/ college/university attended	Date from	Date to	Qualification gained and level

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4. Work experience

Please tell us about your employment history starting with your current/most recent job (include any part time or voluntary work)				
Employer name and address	Date from	Date to	Position and duties	Reason for leaving

If you are not currently in employment, please let us know what you have been doing since leaving your last job

5. Relevant and other qualifications

Please let us know if you hold the listed qualifications. Please also use the spaces to list any other relevant qualifications				
Qualification/Course name	Awarding Body name	Date passed	Duration	Renewal/expiry date (if applicable)
Institute for Learning Membership	IfL			
Preparing to Teach in the Lifelong Learning Sector				
A1 Assessors Award				
V1 Verifiers Award				

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4. Relevant and other qualifications (continued)

Qualification/Course name	Awarding Body name	Date passed	Duration	Renewal/expiry date (if applicable)

If you have any other experience or qualifications that you have not already mentioned please tell us about these in the space below

5. Awards you are currently assessing/verifying

Please indicate the awards you currently assess from the listed awards. Please also use the spaces to list other awards you are able to assess/verify.

Qualification/Course name	Company for whom you deliver/have delivered most recently	Role (Assessor, Verifier?)	Please list any units / elements within the award you cannot deliver
QCF Level 5 H&SC Diploma (Adults)			
QCF Level 5 H&SC Diploma (CYPW)			
Leadership & Management In Care			
NVQ Level 4 H&SC (Adults)			
NVQ Level 4 H&SC (CYP)			
QCF Level 3 H&SC Diploma / NVQ3 H&SC (Adults)			
QCF Level 3 H&SC Diploma (CYPW) / NVQ3 H&SC (CYP)			
QCF Level 2 H&SC Diploma / NVQ2 H&SC (Adults)			

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6. Awards you are currently assessing/verifying (continued)

Qualification/Course name	Company for whom you deliver/have delivered most recently	Role (Assessor, Verifier?)	Please list any units / elements within the award you cannot deliver

7. Miscellaneous

Please use this space for any other information you may feel is relevant in support of your application

8. References

Employment is subject to receipt of satisfactory references. Please list 2 referees, 1 should be you present/most recent employer. Note that references will only be taken up once you have accepted our offer of employment.

Reference 1		Reference 2	
Company		Company	
Name		Name	
Address		Address	
Postcode		Postcode	
Tel no.		Tel no.	
email		email	

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9. CPD

Please complete the separate CPD record (attached) and forward along with your application form

10. Health / Medical – (not required for freelance assessors)

Should you be offered a position with regis: ctv we will require you to complete a pre-employment medical questionnaire

11. Equal Opportunities Monitoring

Please complete the separate EO Monitoring form attached and forward along with your application form

12. Rehabilitation of Offenders

Please complete and sign the separate Rehabilitation of Offenders form attached and return along with your application form

13. Criminal Records Check

Successful applicants will be required to undergo an Enhanced Criminal Records Check

14. Declaration (if emailing we will ask you to sign the form at interview)

I confirm that the information given on this application form is correct to the best of my knowledge. I understand that any agreement entered into is subject to a probationary period, satisfactory references, documentary evidence of my right to work in the UK and if necessary, a medical examination.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that Regis will retain the form for as long as is deemed necessary and that the Company may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature		**Date**	

(if you are emailing your application we will request you sign the form at interview)

Regis Training is registered under the Data Protection Act 1998 to hold some information about employees on computer systems. This data is primarily for salaries and pension administration.

Data protection

regis: ctv is under a duty to provide information to Government funding agents and to this end may disclose the information you have provided on this form. It may also share this information with other bodies administering public funds, solely for those purposes.

If you are appointed, the foregoing information from this form will be stored on the computer files of a personnel information system.