

APPLICATION FORM - CONFIDENTIAL

POST APPLIED FOR:

Surname: Mr/Mrs/Miss/Ms/Dr/Other

Other Names: Any previous surnames:

Place and Country of Birth:

Are you eligible to work in the UK? Yes / No

Do you hold a full UK Driving Licence? Yes / No

Correspondence Address:

If you have resided at this address for less than 5 years please provide all previous addresses for the past 5 years:

Mobile Telephone:

Work Telephone:

Home Telephone:

E-Mail:

National Insurance No:

Teacher's DfE No:

Do you have QTS status?

Yes / No

Do you have any connections with Padworth College? Yes/No

If Yes, please explain:



Education and qualifications				
Name of Institution	Dates from/to	Subject	Examinations	
			Result	Date of award
University:				
College:				
School:				

Other professional/vocational qualifications or training, with dates and membership of relevant professional bodies:

Interests, hobbies, publications:

Current/most recent employer:	Current/most recent employer's address and tel no:
Current salary:	



Details of two professional referees.

Name and Occupation:

Organisation:

Address:

Email:

Tel No:

Mobile No:

May we contact prior to interview?

Name and Occupation:

Organisation:

Address:

Email:

Tel No:

Mobile No:

May we contact prior to interview?

RECRUITMENT

It is Padworth College's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees, including promotion and training and not to discriminate against any person on the basis of a protected characteristic as defined within the Equality Act 2010. All new posts in the College are subject to a probationary period.

Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As the majority of the positions within the College involve substantial opportunity for access to children, it is important that applicants provide legally accurate answers. Upfront disclosure of a criminal offence record may not debar an applicant from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. The applicant should submit information in confidence enclosing details in a separate sealed envelope (marked confidential) which will be seen and then destroyed by the Chair of the Selection Panel. If you would like to discuss this beforehand, please telephone in confidence the Chair of the Selection Panel for advice.

The applicant will be required to disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs.

You should be aware that the College will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service including an enhanced DBS check. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify the applicant for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

I enclose a confidential statement

A copy of the College’s Recruitment Policy is enclosed with this Application Form. Please take the time to read it. Any gaps in career/employment history should be explained and these may be discussed if invited for interview.

If your application is successful, the College will retain the information provided in this form, (together with any attachments), on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Please note:-

To comply with our statutory obligations, applicants invited for interview will be asked to bring with them their ORIGINAL certificates to confirm data provided, as well as proof of identity and residence. We will

seek references on candidates selected for interview and may approach previous employers for information to verify.

Data Protection:-

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the College, the information will be used in administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

Declaration:-

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I confirm that I am not disqualified from working with children, named on the Barred List maintained by the DBS or subject to sanctions imposed by the regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or, (if the information is false) to summary dismissal and may amount to a criminal offence.

Signature

Date