# Application Form

Applicants are requested to complete the Application Form in **black ink or typescript** for copying purposes. If handwritten, then please write clearly.

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| **Post Applied For:** |  |

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| **Personal Details** | | | |
| Title (Mr/Mrs/Miss/Ms/Dr/Other): |  | | |
| Forename(s): |  | | |
| Surname: |  | | |
| Former Surnames: |  | | |
| Current Address: |  | | |
| Daytime Telephone: |  | Mobile Telephone: |  |
| Email Address: |  | | |
| Teacher Reference Number (if applicable): |  | | |

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| **Do you have the right to take up employment**  **in the UK?** | YES | NO |
| **If ‘No’, please provide details:** |  | |

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| **Education and Qualifications**  Please list from GCSE or equivalent to degree level in chronological order. | | | |
| **Dates** | | **Establishment** | **Qualifications Gained and Result** |
| **From** | **To** |
| DD/MM/YY | DD/MM/YY |  |  |
| DD/MM/YY | DD/MM/YY |  |  |
| DD/MM/YY | DD/MM/YY |  |  |
| DD/MM/YY | DD/MM/YY |  |  |
| DD/MM/YY | DD/MM/YY |  |  |
| **Please list below any other vocational skills, relevant training (including dates) or membership of any professional bodies:** | | | |
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| **Employment History**  Please give details of your employment history since leaving secondary school starting with your present or most recent employer. *(Please continue on a separate sheet if necessary.)* | | | | |
| **From** | **To** | **Name and Address of Employer** | **Job Title, Description of Duties and Responsibilities** | **Reason for Leaving and Salary Upon Leaving** |
| DD/MM/YY | DD/MM/YY |  |  |  |
| DD/MM/YY | DD/MM/YY |  |  |  |
| DD/MM/YY | DD/MM/YY |  |  |  |
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| **Please give details below of, and provide an explanation for, any time when you were either not working or in full time education.** |
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| **If you have lived outside of the UK for a period of three months or longer within the last 10 years, please state the dates and country/ies below. You will need to provide the College with a Police Certification of Good Conduct from the country/ies.**  **If you have not lived outside of the UK for a period of three months or longer within the last 10 years, please state 'N/A’.** |
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| **How many weeks’ or months’ notice do you have to give your current employer?** |
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| **Please use this space to say why you are interested in the post for which you have applied and how your experience relates to the requirements set out in the job description and person specification.** *(Please continue on a separate sheet if necessary.)* |
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| **Have you made a previous application to the College? If so, what was the outcome?** |
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| **Existing contacts within the College**  **Please state below if you know any current employees of the College and how you know them?** |
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| **Please give any details of any special arrangements or adjustments you would require to attend interview:** |
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| **Do you hold a full UK Driving Licence?** | | **If ‘Yes’, do you have any current endorsements?** | |
| YES | NO | YES | NO |

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| **Referees**  Please give details of two referees, one of whom should be your most recent or current employer. School or College leavers should give the name of a teacher, lecturer or Head Teacher. If you are not currently working with children, but have done so in the past, the employer by whom you were most recently employed to work with children must be given as a second referee.  **You should not give friends or relatives as referees. The College will not accept testimonials.**  The College reserves the right to take up references from any previous employer. | | | |
| **First Referee** | | **Second Referee** | |
| Name: |  | Name: |  |
| Job Title/Position: |  | Job Title/Position: |  |
| Address: |  | Address: |  |
| Post Code: |  | Post Code: |  |
| Tel No.: |  | Tel No.: |  |
| Email Address: |  | Email Address: |  |
| May we request a reference prior to interview? | | May we request a reference prior to interview? | |
| YES | NO | YES | NO |

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| **Rehabilitation of Offenders Act 1974**  The College applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children’s Barred List check, for all positions at the College which amount to regulated activity. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.  Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see:** [**https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks) **)**. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly. | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the UK or another country? (You are not required to disclose a caution for an offence committed in the UK which is subject to the DBS filtering rules.) | YES | | NO |
| Is there any relevant court action pending against you? | YES | | NO |
| If answering ‘Yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application form. | | | |
| **Do you have a current CRB/DBS certificate?** | | | |
| YES | | NO | |
| **Have you subscribed to the DBS Update Service?** | | | |
| YES | | NO | |

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| **Declaration** | |
| * I confirm that the information I have given on this form is, to the best of my knowledge, true and accurate. * I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children. * I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld any information, my application may be rejected or, if I have already been appointed, I may be dismissed. I understand that providing false or misleading information may amount to a criminal offence. * I hereby give my consent to the College processing the data supplied on this application form, including any sensitive data, for the purpose of recruitment and selection and I accept that if my application is successful, I consent to the data on it being processed for all purposes in connection with my employment. | |
| Signed |  |
| Date |  |

***Data Protection Act 2018***

*The information that you provide is subject to the protection under the Data Protection Act 2018, and will not be used for any alternative purpose without your consent.*

**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. The successful applicant will be required to provide an Enhanced DBS Certificate.**