# Description: C:\Users\simpson.d\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\2MZU3MC8\Logo_Coated_SML (3).jpg

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| Post Applying for: |

Application Form

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| PERSONAL DETAILS | | | |
| Title: | Surname: | | |
| First Name: | Middle Name(s): | | |
| Home address: | | | |
| Email Address: | | | |
| Home Tel No: | Mobile: | | |
| National Insurance Number: | | | |
| Are you legally entitled to work in the UK? | | YES | NO |
| Are there any restrictions on your right to work in the UK? | | YES | NO |
| If YES, please state restrictions and the expiry date of any permissions | | | |
| Teacher Reference Number (Teachers only): | | | |
| Where did you see the vacancy advertised? | | | |
| Notice required to terminate your present job? | | | |

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| EDUCATION AND QUALIFICATIONS  Please give details of examinations attempted and results (including any examinations failed). Put the most recent first | | | | |
| Name and address of Institution | Dates  From / To | Subject/Course studied | Result/Grade | |
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| OTHER TRAINING/COURSES RELEVANT TO THIS POST: | | | |
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| FULL EMPLOYMENT HISTORY |
| Please supply a full history in chronological order of all employment, self-employment and any periods of unemployment (for example unpaid/voluntary work) since leaving secondary education. |
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| GAPS IN EMPLOYMENT |
| If there are any gaps in your employment or education history, please provide details below: |
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| WHAT EXPERIENCE AND QUALITIES DO YOU HAVE TO MEET THE NEEDS OF THE POSITION: |
| This section MUST be completed for your application to be considered. Please use this to address the criteria in the Person Specification. |
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| REFEREES |
| Please provide name, address and contact number for two people to provide references and confirm if we can contact them before interview. One must be your current/most recent employer. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing ‘*solely’* in the capacity of friends.  By inserting your referee details and submitting this form you authorize us to verify any information you have given with third parties and you authorize them to disclose your personal information to us.  If you do not wish us to contact your referees prior to interview, please tick the box: |
| Referee 1 Full Name:  Job Title/Position:  Company Name & Address:  Email:  Tel/Mobile: |
| Referee 2 Full Name:  Job Title/Position:  Company Name & Address:  Email:  Tel/Mobile: |

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| DISABILITIES |
| Do you require any special arrangements to be made for your interview/assessment test on account of a disability? If YES, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment test and thus meet our obligations under the Equality Act 2010. |
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| DECLARATION |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, reprimand or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  All applicants who are offered employment are subject to an enhanced criminal records check from the Disclosure and Barring Service before the appointment is confirmed.  If you wish to tell us about any criminal record or other information in advance of a disclosure being sought this information should be sent in a confidential envelope to the Human Resources Department and will only be seen by those who need to see it as part of the recruitment process.  The disclosure of a criminal record will not necessarily debar you from appointment unless the College considers the record renders you unsuitable for appointment. |
| Declaration:  I declare that I am not disqualified from working with children or (if a teacher) subject to any sanctions imposed by a regulatory body and either have no convictions, cautions or bind overs, or have attached details in a sealed envelope marked confidential. Please tick appropriate box:  Yes: I have been disqualified and attach a sealed envelope.  No: I am not disqualified (as above).  I hereby give my consent that the college may contact people and/or organizations to confirm some of the facts contained my application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The college may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime. I certify that all the information given on this form is to the best of my knowledge, true and complete. |
| Note: Data collected on this form will be processed in line with the College’s Data protection Policy and retained in line with the College’s Retention and Disposal Policy, in line with the GDPR. |
| Print Name: |
| Signature: |
| Date: |