**PART A – This section will not be viewed by the recruitment panel**

|  |  |
| --- | --- |
| Application number:(for internal purposes) |  |

|  |  |
| --- | --- |
| I am applying for the role of  |  |
| Job Reference No.  |  |

**Your Details**

|  |  |
| --- | --- |
| Title | Mr/Mrs/Miss/Ms/Dr/Professor/Sir/Other (please state) |
| Surname |  |
| First name |  |
| Preferred Name (what you like to be called) |  |
| Previous names (if this applies) and dates you used them |  |
| Home address and postcode |  |
| Home phone number |  |
| Mobile phone number |  |
| Email address |  |
| National Insurance No. |  |
| Do you have the right to work in the UK | [ ]  Yes | [ ]  No |
| If Yes, what documentation can you produce to evidence your right to work in the UK? |
|  |
| Where did you see this role advertised? |  |

|  |
| --- |
| **We are committed to protecting the welfare of learners and expect all who work with or on behalf of us to share this commitment. We are also an equal opportunity employer.** |

**References**

Please provide details of **two referees** – one should be your current or most recent employer (or educational establishment if you have never been employed). The other should also be a previous employer. Neither of the referees should be related to you. Please note that references must be received and agreed as satisfactory to the College before commencing the role. We will be contacting your previous employer before interview. If you have worked with children or vulnerable adults previously, both referees should be able to comment on your suitability to work with children and vulnerable adults.

|  |
| --- |
| **Referee 1:** [ ]  **Current Employer** [ ]  **Most Recent Employer** |
| Organisation Name |  |
| Organisation Telephone No.  |  |
| Organisation Address |  |
| Referee Name |  |
| Referee Email Address |  |
| Referee Telephone No. |  |
| How do you know your referee? |  |
| Please answer the following questions and we will ask your referee to verify your answers. |
| This post involves working with/being in contact with young people and/or vulnerable adults. Do you have any reason why you may not be considered unsuitable for this kind of work, or if you have any concern about your suitability for such work?  |
|  |
| Please provide details of any allegations, proven disciplinary offences/sanctions, during the period of employment, which would be relevant to this appointment, including any disciplinary/capability issues outstanding at the time of leaving.  |
|  |
| For management/supervisory roles: How many staff and what type of staff did you manage/supervise? |
|  |
| My performance rating in this role was described as: | Above Expectations | Meets Expectations | Below Expectations  |
| Ability to complete the role | [ ]  | [ ]  | [ ]  |
| Initiative | [ ]  | [ ]  | [ ]  |
| Integrity | [ ]  | [ ]  | [ ]  |
| Output of work | [ ]  | [ ]  | [ ]  |
| Quality of work | [ ]  | [ ]  | [ ]  |
| Reliability | [ ]  | [ ]  | [ ]  |
| Working Relationships | [ ]  | [ ]  | [ ]  |
| Timekeeping | [ ]  | [ ]  | [ ]  |
| Attendance | [ ]  | [ ]  | [ ]  |
| Any additional Comments  |  |
| Authorisation: I give authorisation for the College to contact this referee if I am shortlisted for the role. I understand that if this is my current employer and I do not give authority to contact them at this stage, that I will be expected to give authorisation in the event of the College making me a job offer.  | [ ]  Yes - approved[ ]  Not approved  |

|  |
| --- |
| **Referee 2** |
| Organisation Name |  |
| Organisation Telephone No.  |  |
| Organisation Address |  |
| Referee Name |  |
| Referee Email Address |  |
| Referee Telephone No. |  |
| How do you know your referee? |  |
| Please answer the following questions and we will ask your referee to verify your answers. |
| This post involves working with/being in contact with young people and/or vulnerable adults. Do you have any reason why you may not be considered unsuitable for this kind of work, or if you have any concern about your suitability for such work?  |
|  |
| Please provide details of any allegations, proven disciplinary offences/sanctions, during the period of employment, which would be relevant to this appointment, including any disciplinary/capability issues outstanding at the time of leaving.  |
|  |
| For management/supervisory roles: How many staff and what type of staff did you manage/supervise? |
|  |
| My performance rating in this role was described as: | Above Expectations | Meets Expectations | Below Expectations  |
| Ability to complete the role | [ ]  | [ ]  | [ ]  |
| Initiative | [ ]  | [ ]  | [ ]  |
| Integrity | [ ]  | [ ]  | [ ]  |
| Output of work | [ ]  | [ ]  | [ ]  |
| Quality of work | [ ]  | [ ]  | [ ]  |
| Reliability | [ ]  | [ ]  | [ ]  |
| Working Relationships | [ ]  | [ ]  | [ ]  |
| Timekeeping | [ ]  | [ ]  | [ ]  |
| Attendance | [ ]  | [ ]  | [ ]  |
| Any additional Comments  |  |
| Authorisation: I give authorisation for the College to contact this referee if I am shortlisted for the role. I understand that if this is my current employer and I do not give authority to contact them at this stage, that I will be expected to give authorisation in the event of the College making me a job offer.  | [ ]  Yes - approved[ ]  Not approved  |

**Criminal Convictions**

**Before completing this section, please read this:**

|  |
| --- |
| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**All roles in the college are exempt under the above Act because all staff have access to learners.The disclosure of a criminal record, or other information, will not necessarily preclude you from appointment.  In making the decision we will consider the nature of the offence / offences, how long ago they occurred and what age you were when they were committed.  Any information you provide will be treated in strictest confidence. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  | [ ]  Yes | [ ]  No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1674 (Exceptions) Order 1975 (Amendment) England & Wales Order 2020? | [ ]  Yes | [ ]  No |
| Are you subject to any current or outstanding disciplinary procedures? | [ ]  Yes | [ ]  No |
| If the post for which you are applying involved regulated activity with vulnerable adults: Have you ever had action taken against you by an authority regarding vulnerable adults? | [ ]  Yes | [ ]  No |
| If you have answered Yes to any of the above questions, please give full details. Yes, please give details.  |

Providing false information or leaving out information that means we may not consider you for a role is an offence. This could result in us rejecting your application or dismissing you if we employ you and possibly referring the matter to the police and/or other regulatory bodies.

|  |
| --- |
| The College will carry out Disclosure and Barring Checks appropriate the post and all staff are required to obtain a minimum of an Enhanced Disclosure from the DBS.  |
| When was the last time you had an Enhanced Disclosure? | Date | Certificate No. |
|  |  |
| Are you registered with the DBS Update Service?  | [ ]  Yes | [ ]  No |

**Additional Information**

|  |
| --- |
| Are you related to an employee or governor of South Staffordshire College? If so, who? |
|  |

|  |
| --- |
| Driving Licence Information |
| Do you hold a full UK Driving Licence? | [ ]  Yes | [ ]  No |
| Do you have regular use of a car? | [ ]  Yes | [ ]  No |
| If yes, would you be prepared to use the car for work purposes?  | [ ]  Yes | [ ]  No |

**Equal Opportunities Monitoring**

It is South Staffordshire College’s policy to employ the best qualified people and to ensure equality of opportunity for applicants and staff. Under the provisions of the Equality Act 2010 it is our policy that we do not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, union membership, sex or sexual orientation.

The information collected is only used for monitoring purposes in an anonymised format to assist us in analysing the profile and make up of individuals who apply, are shortlisted for, and appointed to each vacancy. In this way, we can check that we are complying with the Equality Act 2010.

This section of the application form will not be used as part of the selection process. Please avoid using "prefer not to say" option wherever possible to ensure full and accurate reporting.

This information will be retained by the College for a period of 12 months following the successful completion of the campaign. This information will then be deleted from our systems unless you are the successful candidate.

Thank you in advance for your cooperation.

|  |
| --- |
| **Gender, Sexuality and Relationship Status**  |
| Gender | [ ]  Male | [ ]  Female  | [ ]  Unspecified |
| Is your gender identity the same as on your birth certificate?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| If not, please tell us what identity you associate with | [ ]  Male | [ ]  Female | [ ]  Other | [ ]  Prefer not to say |
| Are you currently undergoing gender reassignment or recognition?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| Sexual Orientation  | [ ]  Bisexual | [ ]  Heterosexual | [ ]  Homosexual |
| [ ]  Lesbian | [ ]  Prefer not to say |
| Marital Status | [ ]  Civil Partnership | [ ]  Divorced | [ ]  Married |
| [ ]  Not Married - Divorced | [ ]  Not Married - Single |
| [ ]  Not Married - Widowed | [ ]  Separated | [ ]  Prefer not to say  |

|  |
| --- |
| **Ethnicity and Nationality** |
| Ethnic Origin | *Asian or Asian British*: |
| [ ]  Bangladeshi | [ ]  Indian | [ ]  Pakistani | [ ]  Chinese | [ ]  Other  |
| *Black or Black British:* |
| [ ]  African | [ ]  Caribbean | [ ]  Other |
| *Mixed/Multi-Ethnic Groups:* |
| [ ]  White & Black African | [ ]  White & Asian | [ ]  White & Black Caribbean | [ ]  Other |
| *White:* |
| [ ]  British | [ ]  European | [ ]  Irish | [ ]  Other |
| [ ]  Any other ethnic background | [ ]  Prefer not to say |
| Nationality |  |

|  |
| --- |
| **Age** |
| Date of Birth (dd/mm/yyyy) |  |

|  |
| --- |
| **Religion or Belief**  |
| [ ]  Buddhism | [ ]  Christianity | [ ]  Hinduism | [ ]  Judaism |
| [ ]  Muslim | [ ]  Roman Catholic | [ ]  Sikhism |
| [ ]  No Religion | [ ]  Other (please specify) | [ ]  Prefer not to say |

|  |
| --- |
| **Disability**  |
| Disability | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| If yes, please give a disability description  |  |
| Do you need any adjustments to participate in the selection process?  | [ ]  Yes | [ ]  No |
| If yes, please give details |  |
| Do you need any adjustments to in order to fulfil your role? | [ ]  Yes | [ ]  No |
| If yes, please give details |  |

|  |
| --- |
| **Caring Responsibilities**  |
| Please give full details of your caring responsibilities. The College has a number of family friendly policies that may be useful for you if you have responsibilities for a child or adult.  |
| Is there anyone who relies on you for their care or daily routine? | [ ]  Yes |  |
| If yes, please state who you care for and how many people |  |

**Declaration**

|  |
| --- |
| Do you have continuous service with another FE College, Local Authority or other employer subject to the e Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999? |
| [ ]  No | [ ]  Yes | If Yes, please give continuous service date |  |

|  |
| --- |
| **The information given above, in Part B of my application, and in any supporting documents, is true and I have not left out anything that would affect the application. I understand that any false or misleading information given in this application may mean you would immediately end my contract of employment.** **If I am appointed. I agree that you can use information provided on this application form for data processing in accordance with legislation governing data protection.** |
| **Your signature**  |  | **Date** |  |
| **[ ]**  | If you are filling in this form electronically, please tick this box to confirm the information is accurate and that you are happy to go ahead with the application process. (You do not need a signature.) |

**PART B – This section will be viewed by the recruitment panel**

|  |  |
| --- | --- |
| Application number:(for internal purposes) |  |

|  |  |
| --- | --- |
| I am applying for the role of  |  |
| Job Reference No.  |  |

**Where have you previously worked?**

Please give a list, in date order, starting with the most recent and go backwards to when you left full-time education or for a minimum of 20 years and include details of unpaid work.

|  |  |
| --- | --- |
| Current/ most recent Employer name and address: |  |
| From (dd/mm/yyyy): |  | To (dd/mm/yyyy): |  |
| Job title: |  |
| Are you currently working there?  | [ ]  No  | [ ]  Yes | If Yes, are you currently working your notice?  | [ ]  Yes | [ ]  No |
| Reason for leaving or seeking a new role? |  |
| Salary: |  | Notice period: |  |
| Brief description of duties: |  |

|  |
| --- |
| **Previous Employment History**  |
| Employer name and address: |  |
| From (dd/mm/yyyy): |  | To (dd/mm/yyyy): |  |
| Job title and duties: |  |
| Reason for leaving:  | Salary | Salary: |  |
| Brief description of duties:  |  |

**Previous Employment History (Continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Post held and brief outline of duties | From | To | Salary and reason for leaving |
| dd/mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Please explain any gaps in employment** |
|  |

**Membership of professional organisations**

|  |
| --- |
| Are you a member of a professional organisation? Please give details below. |
|  |

**Education and Qualifications**

Please tell us about your education, training and qualifications. We will ask you to provide evidence of your qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, college or university | From | To | Course or subject taken | Qualification gained, date achieved and awarding body |
| mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Are you currently working towards any qualifications? Please give details** |
|  |

|  |
| --- |
| **What other training or qualification that is specific to this role do you want us to take into account?** |
|  |

|  |
| --- |
| **What else do you want to tell us that is relevant to the role?**Please make sure that you tell us how you meet the job specification and person specification (continue on a separate sheet of paper if you need to.) |
|  |

**If you are applying for a teaching role, please fill in this section.**

Please tell us the subjects or skills you can offer.

|  |  |
| --- | --- |
| **Subject or skill area:** | **Level:** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |

**If you are applying for a part-time teaching post, please fill in the following.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Availability | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

**Declaration**

The information given above, in Part A of my application, and in any supporting documents, is true and I have not left out anything that would affect the application. I understand that any false or misleading information given in this application may mean you would immediately end my contract of employment. If I am appointed. I agree that you can use information provided on this application form for data processing in accordance with legislation governing data protection.

|  |  |
| --- | --- |
| **Your signature**  |  |
| **Date** |  |
| **[ ]**  | If you are filling in this form electronically, please tick this box to confirm the information is accurate and that you are happy to go ahead with the application process. (You do not need a signature.) |