

## Application Form:

**Please read the following before filling in this form:** All the information in this application form will be treated with the strictest confidence and in accordance with The Data Protection Act 1998. Please **fully complete** this form neatly and accurately in **black ink** or typewritten. Incomplete applications will NOT be accepted. If hand written please make sure your writing is legible. You may attach extra sheets where necessary, but please put your name, the post you are applying for and the relevant question on the top of each extra sheet. Supplying false information is an offence which could result in your application being rejected, or summary dismissal if you are selected, and possible referral to the police. Selby College needs your specific written consent to hold and process the sensitive information requested on this form, and by signing this form you give your consent.

**Personal Details for Monitoring:** The aim of this section is to collect basic information such as name and address but also personal information in order to allow the College's Equality & Diversity policy to operate efficiently. This sheet will be removed and the Manager to whom you are applying for this job will not see the details. However, some of the information, such as your name, will be given to them should you be selected for interview.

**Education:** The aim of this section is to collect details of your formal qualifications and training to be compared with the requirements outlined in the "Person Specification". Please state the subjects associated with your qualifications in the three sections outlined, i.e. Higher Education and Professional Qualifications, Post 16 Education and Education up to 16.

**Current or Last Employer:** The aim of this section is to collect some general information about your most recent employment and some details regarding main duties, responsibilities and experience gained, relevant to the "Person Specification". Please also indicate any time spent in voluntary work, raising children, or any other experience you think would be valuable.

**Previous Experience:** The aim of this section is to provide you with an opportunity to include any experience gained, relevant to the "Person Specification" in previous employment or on a voluntary basis. When completing this section it is important that you offer a continuous record, again including times when, for example, you were in voluntary work, raising children etc., to allow a full account of your experience. Please list in reverse chronological order and give precise dates. For periods of part-time employment the fractional equivalent of full-time should be indicated.

**Further Details:** This section is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the Person Specification. Try to keep it concise. You can add extra information if necessary, particularly where this may help us to judge how you might perform the duties in the Job Description.

**General Information:** This section should cover any areas not included in the previous sections, please do add any other relevant information you think necessary. In this section you are asked to supply two referees (who may be approached by the College should you be shortlisted for interview). Suitable referees are people who have had direct recent experience of your work and who are in a responsible position.

**Equal Opportunities:** Selby College strives through the implementation of its Equality & Diversity Policy to ensure that prospective employees are not discriminated against on grounds of ethnic or national origin, race, age, gender, marital status, sexual orientation, disability or religion. Applications are considered on merit. Not being positive about discrimination excludes you from this post.

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

**Statement:** I am not named on List 99, disqualified from working with children, or subject to sections imposed by a regulatory body e.g. GTC and either have no convictions, cautions or bindovers, or I have attached details of my record in a CONFIDENTIAL envelope.

Signature:

Date:

Application for the post of:

Closing date for applications:

**Personal Details** *(This sheet will be removed and all information is kept in the strictest confidence)*

Preferred Title *(if any)*: Current Surname/Family Name: First Names: Former Name:

Address/Postcode:

Telephone No. *(home)*:

National Insurance Number:

Telephone No. *(work)*:

DFE reference *(Teaching Posts Only)*:

Mobile No:

Date of Birth:

Email Address:

QTS *(teaching staff only)*:

Registered with GTC for England:

**Cultural and Ethnic Origin** *Please put an X in appropriate box:*

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> 11 Asian or Asian British – Bangladeshi | <input type="checkbox"/> 12 Asian or Asian British – Indian    | <input type="checkbox"/> 13 Asian or Asian British – Pakistani                  | <input type="checkbox"/> 14 Asian or Asian British – any other Asian background |
| <input type="checkbox"/> 15 Black or Black British – African     | <input type="checkbox"/> 16 Black or Black British – Caribbean | <input type="checkbox"/> 17 Black or Black British – any other Black background | <input type="checkbox"/> 18 Chinese   |
| <input type="checkbox"/> 19 Mixed – White and Asian              | <input type="checkbox"/> 20 Mixed – White and Black African    | <input type="checkbox"/> 21 Mixed – White and Black Caribbean                   | <input type="checkbox"/> 22 White – any other Mixed background                  |
| <input type="checkbox"/> 23 White – British                      | <input type="checkbox"/> 24 White – Irish                      | <input type="checkbox"/> 25 White – any other White background                  | <input type="checkbox"/> 26 White – other European                              |
| <input type="checkbox"/> 98 Any other                            | <input type="checkbox"/> 97 Prefer not to say                  | <input type="checkbox"/> 99 Not known   |   |

**Religion and Belief** *Please put an X in appropriate box:*

Christian  Hindu  Muslim  Sikh  Jewish  None  Other  Prefer not to say

**Sexual Orientation** *Please put an X in appropriate box:*

Bisexual  Homosexual  Heterosexual  Lesbian  Prefer not to say

**Disability** *Please put an X in appropriate box:*

Do you consider that you have a disability of which the college needs to be aware? Yes  No

If your answer is Yes, please specify:

Please let us know if there are any special arrangements that need to be made if you are asked for interview:

**Health**

If you have been in employment, how many periods of sickness absence have you had in the last two years?

What was the duration of each period of absence?

**Advertisement**

Where did you see our advertisement or what prompted your application?

**Criminal Convictions**

*The post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974. (Exceptions) (Amendment) Order 1986. If offered employment the successful candidate will be required to undertake a Criminal Records Bureau check as a condition of employment. Please note that the College is unable to consider an application further if the candidate declines to complete the Criminal Records Bureau Form.*

Signature:

Date:

## Education

### Higher Education and Professional Qualifications

Name and Address of College, University, Institute etc:	Dates From:	Dates To:	Qualifications Obtained/Course Title/Level:	Grade(s):	Year Taken:

### Post 16 Education *(School, Further Education etc.)*

Name and Address of School or College:	Dates From:	Dates To:	Qualifications Obtained/Course Title/Level:	Grade(s):	Year Taken:

### Qualifications up to 16 *(Secondary School)*

Name and Address of School:	Dates From:	Dates To:	Qualifications Obtained/Course Title/Level:	Grade(s):	Year Taken:

## Training

Please list any training courses you have attended which are relevant to the post for which you are applying:

*If you are currently working with children your employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.*

## Current or Last Employer

Position Held:

Full or Part-Time (fraction):

Grade:

Basic Salary:

Allowances:

Date of Job Commencement:

Date of Employment to/Notice required:

Name, Address & Postcode of Employer:

Reason for leaving previous post/wishing to leave current post:

Main duties, responsibilities and experience gained 'relevant' to the Job Description and Person Specification

*(Continue on a separate sheet if necessary)*

## Previous Employment Experience

A full explanation is required for any periods when not in employment, education or training.

*(Most recent first – including positions outside education)*

Name and Address of Employer <i>(if applicable)</i> :	Dates From:	Dates To:	Experience/Roles/Duties & Salary:	Reasons for leaving):

## Employment Gaps

Please detail any periods when not in employment, education or training in employment:

## Further Details

Please give any further details in support of your application which demonstrate how your qualifications and experience match the Person Specification or which you feel are of interest or relevance:

*(Continue on a separate sheet if necessary)*

## General Information

Are you related to an employee or governor of the College (Please put an **X** in appropriate box):

Yes

No

If Yes state their name:

Position Held (NB: Canvassing or failure to disclose will disqualify):

If appointed, when will you be able to commence duties?:

Do you possess a current, full driving licence? (Please put an **X** in appropriate box):

Yes

No

Do you have access to a vehicle? (Please put an **X** in appropriate box):

Yes

No

## Referees

Please nominate two referees. If you are in, or have just completed, full time education, one referee should be from your school or college. If in employment, one referee should normally be your present employer. References will not be accepted from relatives or people writing solely in the capacity of friends. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.

May we approach these referees now? (Please put an **X** in appropriate box):

Yes

No

### Referee 1:

Name:

Position Held:

Address:

Email:

Phone:

Fax:

### Referee 2:

Name:

Position Held:

Address:

Email:

Phone:

Fax:

## What to do now...

Please ensure you have answered all the questions fully and completed the detachable Equal Opportunities sheet on the first page. Please return this application form to:

### Personnel Department

Selby College, Abbot's Road, Selby, YO8 8AT