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**APPLICATION FORM – TEACHING POSITION**

**Please complete this application form in full and then return it to the Human Resources Department.**

**If completing by hand, please use block capitals throughout.**

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| Position Applied for: |  | | | | |
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| **How did you become aware of the vacancy (please provide more information where appropriate):** | | | | | |
| Advertisement (Please Specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | College Website | | Other Website (Please Specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Referral by Employee:  Employee’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Known to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | | | | |
| **Personal Information** | | | | | |
| First Name: | |  | | Surname: |  |
| Title: | |  | | Previous Surname (if any): |  |
| Current Address: | |  | | | |
|  | | | |
| Daytime telephone number: | |  | | Mobile Number: |  |
| Email Address: | |  | | | |
| What is your notice period? | |  | | DfEE or TRN No: |  |
| Do you have the right to work in the UK? YES/NO  Do you require a Work Permit for this? YES/NO  If so, do you have an up-to-date Work Permit? YES/NO | | | | | |
| Please give details of any dates you are **not** available for interview: | | | | | |
| Do you hold a full current driving licence? If yes, do you hold any current endorsements? | | | | | |

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| **Education and Qualifications** | | | | | |
| Please provide details in chronological order: | | | | | |
| University / Institute of Higher Education | From – To | Full-time  Part-time | Courses / Subjects | Degree | Standard  Of Award |
|  |  |  |  |  |  |
| School | From – To | Full-time  Part-time | A Level Subjects (or equivalent) | | Grades |
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| **Employment History** | | | |
| Start with your **current or most recent** employment. If necessary continue on a separate sheet until all employment history is shown. | | | |
| **Employment:** | | | |
| Date From: |  | Date To: |  |
| Name of Employer: |  | Job Title: |  |
| Reason for Leaving: | | Final Salary & Allowances & Benefits: | |
| Summarise the nature of the work, your responsibilities and particular achievements: | | | |
| **Employment:** | | | |
| Date From: |  | Date To: |  |
| Name of Employer: |  | Job Title: |  |
| Reason for Leaving: | | Final Salary & Allowances & Benefits: | |
| Summarise the nature of the work, your responsibilities and particular achievements: | | | |
| **Employment:** | | | |
| Date From: |  | Date To: |  |
| Name of Employer: |  | Job Title: |  |
| Reason for Leaving: | | Final Salary & Allowances & Benefits: | |
| Summarise the nature of the work, your responsibilities and particular achievements: | | | |

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| **Employment:** | | | |
| Date From: |  | Date To: |  |
| Name of Employer: |  | Job Title: |  |
| Reason for Leaving: | | Final Salary & Allowances & Benefits: | |
| Summarise the nature of the work, your responsibilities and particular achievements: | | | |

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| **Periods Not in Employment** | | |
| You **must** account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary. | | |
| From: | To: | Reason for Periods not in Employment or Training |
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| **Professional Development** | | |
| Please list/describe professional development activities you have undertaken in the last five years: | | |
| Year | Organising Body | Title and/or Description |
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| **Relevant Skills & Experience** |
| Please list, and where necessary, describe any relevant skills, qualifications, languages, licences, certificates, interests, sports activities, voluntary work, publications, awards, offices held or membership of any professional, trade, business or civic associates etc. |
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| **Achievements** | |
| Please describe your five most significant achievements, professional or otherwise: | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| **Co-Curricular Contribution** |
| Please list the co-curricular activities you may be able to offer if appointed to the post (incl. sports, arts, activities, societies and pastoral or administrative roles. |
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| **Supporting Statement** |
| Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary or refer to a separate cover letter. |
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| **References** | |
| Please provide details of three referees who have recent knowledge of your work. One must be your present employer, or last employer (if not currently employed). **References will not be accepted from relatives or from people writing solely in their capacity of friends.** If you are selected for interview, references will be called before interview unless you request otherwise. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before for interview. | |
| **First Referee** | |
| Referees’ Name: | Relationship to you: |
| Referees’ Job Title: | Telephone Number: |
| Name of Organisation: | Email Address: |
| May we contact the referee before interview? Yes/No | No of Years known: |
| **Second Referee** | |
| Referees’ Name: | Relationship to you: |
| Referees’ Job Title: | Telephone Number: |
| Name of Organisation: | Email Address: |
| May we contact the referee before interview? Yes/No | No of Years known: |
| **Third Referee** | |
| Referees’ Name: | Relationship to you: |
| Referees’ Job Title: | Telephone Number: |
| Name of Organisation: | Email Address: |
| May we contact the referee before interview? Yes/No | No of Years known: |

If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, at least one referee must have known you in your most recent role working with children. If your previous posts have involved working with children in either a paid or voluntary capacity, questions will be asked about disciplinary offences related to children, including any for which the penalty is ‘time expired’ (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

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| **Declaration of Criminal Convictions** |
| This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application. In answering the following question you must disclose details of all convictions and cautions.  Have you ever been convicted of a criminal offence? **Yes / No**  If YES, please give details on a separate sheet and place in a sealed envelope addressed to the HR Department, of all convictions, bind-overs and cautions. Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. General Teaching Council (GTC). |

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| **Declaration of Extremism/Terrorist Activity** |
| Have you ever been involved in:   |  |  |  |  | | --- | --- | --- | --- | | Espionage | **Yes / No** | Terrorism | **Yes / No** | | Sabotage | **Yes / No** | | Actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means? | | | **Yes / No** | | Have you ever had a close association with anyone who, to your knowledge has been a member of or given active support to any such group or activities? | | | **Yes / No** |   If you have answered YES to any of the above, please provide full details below: |
| **Suitability for Employment** |
| Are you aware of any other circumstances or characteristics not covered by your previous answers which might affect your suitability for employment e.g. significant financial difficulties, conduct liable to lead to susceptibility to pressure or improper influence? **Yes / No**  If YES, please provide full details below: |
| **Data Protection** |
| Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection.  The information required is necessary for selection purposes and will be used by the College for the selection and verification process in connection with any vacancy that arises.  Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.  By signing the declaration at the end of the application form, you give permission for your details to be used in this way. |

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the College processing the data supplied on this application form for the purpose of recruitment and selection.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ ability for positions of trust, Wellington College complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The College is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The College will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexuality, disability, age, or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.