CONFIDENTIAL

### HRSFC_NEW_Logo

[www.hillsroad.ac.uk](http://www.hillsroad.ac.uk) Tel: 01223 247251

* It is essential that you fill in all sections of this application form indicating, if appropriate, any section that does not apply.
* In fairness to all candidates, applications will normally only be considered if the form is completed in full.
* All Applications will be acknowledged.
* In compliance with the Data Protection Act 1998, the College wishes to advise applicants that the Assistant Principal (Resources) is the nominated representative who will process this data and any other relevant information.
* Should your application be unsuccessful, we will hold this information on our files for no longer than one academic year after which time it will be destroyed.
* Application documentation is also available in large print.
* Should you need to continue any section, please submit on a separate piece of paper and upload as an appendix to this form.

**Supporting documents:**

Please submit a supporting statement of not more than two A4 pages demonstrating your ability to fulfil the job description and meet the person specification together with your CV.

**APPLICATION FOR THE POST OF:**

Please state where you saw the advertisement:

**Personal Details:**

|  |  |
| --- | --- |
| Surname: | Forename & other names: |
| Permanent address: | Correspondence Address (if different): |
|  |  |
|  |  |
|  |  |
|  |  |
| Home Tel No: | Mobile Tel No: |
| Work Tel No:  (Can we contact you at this number? Yes  No) | Email address: |
| Do you have a National Insurance Number?  Yes  No | If applicable please give NI Number |
| Are you entitled to work in the United Kingdom? | Yes  No |
| Do you require a work permit? | Yes  No |
| FOR TEACHING POSTS ONLY: Do you hold the following status  Qualified Teacher Status (QTS)?  Qualified Teacher Learning and Skills (QTLS)? | Yes  No  Yes  No |
| If applicable please give teacher reference number |  |

**Secondary, Further and Higher Education and Professional Training:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates: Month/Year | | Names of School, College, University | Courses/Subjects | FT/PT | Qualifications and Grades |
| From | To |  |  |  |
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**Present or most recent post:**

|  |  |  |
| --- | --- | --- |
| Employer: | Job title: | |
| Address: | Scale/Grade: | |
|  | Date of Appointment: | |
|  | Full or Part-time: | |
|  | Gross Annual Salary: | |
| Tel No.: | Period of Notice: | |
| Email: | or Date employment ceased: | |
| Reason for leaving: | | |
| Brief outline of current responsibilities and where relevant subjects taught: | | |
| If you are currently or have formerly been employed in a maintained school or college please state your pay grade | |  |

**Employment History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates: Month/Year | | Employer | Description of Post | Reason for Leaving |
| From | To |  |  |  |
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**Please explain any gaps in Employment History:**

|  |
| --- |
|  |

**Professional Development: (please give detail of any courses over the last three years relevant to the post):**

|  |  |
| --- | --- |
| Dates: Month/Year and Duration of Course | Description of course (including provider) |
|  |  |
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**Other Experience relevant to the post (paid or voluntary):**

|  |  |  |
| --- | --- | --- |
| Dates: Month/Year | | Details |
| From | To |
|  |  |  |
|  |  |  |

**Referees:  Please give details of two professional referees (one of whom must be your present or most recent employer/Head Teacher) who will be approached for a reference.**

**It is essential that the person writing the reference is authorised to do so on behalf of the organisation and is not writing in the capacity of a colleague, friend or relative.  To be fair to all candidates, referees will be asked to refer to strengths and weaknesses.  References will normally be requested following shortlisting for interview.    If you do not wish a referee to be contacted before interview, please give reasons for this below. The College will not normally be willing to offer an interview before consulting referees.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Position: | Position: |
| Telephone No: | Telephone No: |
| Email address: | Email address: |
| Can we contact prior to interviews?  Yes  No | Can we contact prior to interviews?  Yes  No |
| If you do not wish a referee to be contacted before interview, please state the reason: | If you do not wish a referee to be contacted before interview, please state the reason: |
| In what capacity do you know this referee? | In what capacity do you know this referee? |

**Health:**

|  |
| --- |
| A confidential medical questionnaire and a medical examination, if appropriate, will be required in the event of a successful application. |

**Vetting and Barring Scheme:**

|  |
| --- |
| It is an offence for a barred individual to seek employment in ‘regulated’ activity. In the event of a successful application the relevant barred lists will be checked. |

**Disclosure of Criminal Background:**

|  |
| --- |
| **If you have any cautions (including final warnings or reprimands) or criminal convictions which are not “protected” as defined by the Exceptions Order 2013 please provide details on a separate sheet of paper in a sealed envelope marked private and confidential and send to the Human Resources Manager on submission of application. This includes any convictions that you may consider to be spent.** |
| **An Enhanced Disclosure will be requested in the event of a successful application. Any matters revealed by Disclosures will not necessarily be a bar to obtaining a position and will be discussed with the person seeking the position before making a recruitment decision. Further information concerning disclosure of criminal background can be found below.**  **I have read and understood this statement and will ensure full compliance** |

**Declaration of Interest:**

|  |  |
| --- | --- |
| Do you know any member of the College’s Governing Body or a member of Staff? | Yes  No |
| If yes, please state name(s): |  |
| **Canvassing by or on behalf of applicants will lead to immediate disqualification** | |

**Declaration:** I confirm that, to the best of my knowledge, the information given on this Application Form and accompanying documents is correct and complete. There is no reason why I am unsuitable to work with young people or vulnerable adults. I understand that misleading statements may be sufficient for cancelling any agreements made.

**Data Protection Act 1998**: I agree to the College processing personal data contained in this form for any purposes connected with my employment or for any other legitimate reason. In addition, I agree to the College processing personal data described as Sensitive Data within the meaning of the Data Protection Act 1998.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

Hills Road Sixth Form College

Equality & Diversity Monitoring Record

# Statement

The College seeks to employ a workforce which reflects the diverse community at large, because we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

# Monitoring

For our Equality and Diversity Policy to be effective, and to help in identifying areas where positive action may be required, monitoring takes place. The College has a statutory obligation to collect information in accordance with the Public Sector Equality Duty as set out in the Single Equality Act 2010.

The information you supply is for monitoring purposes only and will be treated in the strictest confidence. This questionnaire will be separated from the rest of the application form before shortlisting.

Please help us to monitor the effectiveness of our equality and diversity work by answering the questions below.

|  |
| --- |
| TITLE:       NAME: |
| I understand that the information on both sides of this form will be used only for equality and diversity monitoring and my consent to process this information is conditional upon Hills Road Sixth Form College complying with their obligations and duties under the Data Protection Act 1998.  Signed:      Date: |
| APPLICATION FOR THE POST OF: |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. ETHNIC ORIGIN  Ethnic origin does not mean nationality, but normally refers to the people or culture with which a person’s immediate family identifies.  *(Please read definitions below and tick the appropriate box)* | | | |
| English / Welsh / Scottish / Northern Irish / British  Irish  Gypsy or Irish Traveller  Any Other White background |  | African  Caribbean  Any other Black / African / Caribbean background |  |
| White and Black Caribbean  White and Black African  White and Asian  Any Other Mixed / multiple ethnic background |  | Indian  Pakistani  Bangladeshi  Any other Asian background |  |
| Arab  Any other ethnic group |  | **Prefer not to say** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. AGE GROUP | Under 20 |  | 20 – 24 |  | 25 – 29 |  | 30 - 34 |  |
|  | 35 - 39 |  | 40 - 44 |  | 45 - 49 |  | 50 - 54 |  |
|  | 55 - 59 |  | 60 - 64 |  | Over 65 |  | Prefer not to say |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. GENDER | Male |  | Female |  | Prefer not to say |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. GENDER REASSIGNMENT  Do you now present full or part time in a gender role that differs from the gender assigned to you at birth? | | | | | | |
|  | Yes |  | No |  | Prefer not to say |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 5. SEXUAL ORIENTATION | | | | | | | |
| Gay Woman/  Lesbian |  | Bisexual |  | Heterosexual/ straight |  | Prefer not to say |  |
| Gay Man |  | Other |  |  |  |  |  |
| If you are lesbian, gay or bisexual, are you open about your sexual orientation. | | | | | | | |
| Within your department |  | Yes |  | Partially |  | No |  |
| With Colleagues |  | Yes |  | Partially |  | No |  |
| With Your Manager |  | Yes |  | Partially |  | No |  |
| At Work Generally |  | Yes |  | Partially |  | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6. RELIGION OR BELIEF | | | | | | | |
| Christian |  | Muslim |  | Buddhist |  | Sikh |  |
| Hindu |  | Jewish |  | Humanist |  | Other |  |
| None |  | Prefer not to say |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7. STATUS | | | | | | | |
| Single/not married |  | Married/Civil partnership |  | Partner/Cohabiting |  | Separated |  |
| Divorced |  | Widowed |  | Prefer not to say |  |  |  |

|  |
| --- |
| 8. DISABILITY  Under the Disability Discrimination Act 1995 (DDA), disability is defined as a ‘physical or mental impairment with substantial and long term adverse effect on normal day to day activities. |
| Are you a disabled person, or do you have a medical condition such as epilepsy; diabetes, a mental health difficulty such as depression, or a specific learning disability such as dyslexia? |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Yes |  | No |  | Prefer not to say |  | |
|  |
| We recognise people with different impairments can experience fundamentally different barriers. Please tell us if you have: |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Physical or sensory impairments |  | Mental health difficulties |  | Medical Conditions |  | Specific Learning Difficulties |  | |
|  |

**HILLS ROAD SIXTH FORM COLLEGE**

**DISCLOSURE OF CRIMINAL BACKGROUND**

1. Hills Road Sixth Form College is committed to safeguarding and promoting the

welfare of its students and staff and expects all members of the College

community, volunteers and visitors to share this commitment. The College

actively promotes equality and diversity in education and welcomes

applications from all sections of the community.

2. The Rehabilitation of Offenders Act 1974 enables criminal convictions to

become spent or ignored after a rehabilitation period. After this period, with

certain exceptions, a person with a conviction is not normally obliged to

mention it when applying for a job.

3. The exceptions to the act relate to various kinds of employment, occupations

and professions which are exempted. The exceptions order overrules the

employment rights of an ex-offender in respect of spent convictions and

information about spent as well as unspent convictions must be declared.

Exempted categories include employment with vulnerable adults and young

people under 18. The amendments to the Exceptions order 1975 (2013)

provide that certain spent convictions and cautions are ‘protected’ and are not

subject to discloser to employers, and cannot be taken into account. Guidance

and criteria on the filtering of these cautions and convictions can be found on

the Disclosure and Barring Service website.

4. Hills Road Sixth Form College meets the exempted requirements under

Section 4 (2) of the Rehabilitation of Offenders Act 1974. Part V of the Police

Act 1997 allows all organisations in England and Wales that are entitled to ask

exempted questions to obtain information on the criminal record of

prospective employees and volunteers from a centralised source. Since March

2002, criminal records checks, known as disclosures have been carried out by

the Disclosure and Barring Service (DBS) (formally Criminal Records Bureau

(CRB).

5. The Protection of Freedom Act provides the legal framework for the Vetting

and Barring Scheme (VBS) which is run by the DBS and overseen by the

Home Office. The VBS is designed to ensure that anyone who presents a

known risk is prevented from working with children and vulnerable adults.

6. Staff and volunteers at the College are undertaking ‘regulated activity’ in a

specified place. Regulated activity is a statutory term to describe working or

volunteering with vulnerable groups (children or vulnerable adults) which is of

a specified nature or in a specified place and takes place frequently,

intensively and/or overnight.

7. It is illegal for the College to employ an individual who is barred from working

with vulnerable groups or for an individual to seek or undertake work with

such groups. The DBS maintains lists of individuals who are barred from

working with vulnerable groups.

8. All applicants for posts at the College must declare any spent and unspent

convictions which are not “protected” as defined by the Exceptions Order

1975. Candidates who are offered employment will be subject to an enhanced

DBS check before the appointment is confirmed. The disclosure will include

details of spent and unspent convictions as well as cautions, reprimands and

final warnings held on the Police National Computer, non-conviction

information from local police records if it is relevant to the post and details of

any information appearing on the ‘barred’ lists administered by the DBS. It will

not include details of any ‘protected’ convictions or cautions.

9. The fact that conviction and/or non-conviction information may have been

disclosed (other than a conviction that results in an individual appearing on

the DBS barred lists) will not necessarily bar an applicant from working at the

College; the nature of the disclosure and its relevance to the post will be

considered. Any information revealed in a disclosure that is likely to lead to

the withdrawal of a job offer will be discussed with the applicant.

10. Applicants must, therefore, take notice of the statement on the application

form: **“If you have any cautions (including final warnings or**

**reprimands) or criminal convictions which are not “protected” as**

**defined by the Exceptions Order 2013 please provide details on a**

**separate sheet of paper in a sealed envelope marked private and**

**confidential and send to the Human Resources Manager on submission**

**of application. This includes any convictions that you may consider to**

**be spent.” Other relevant non-conviction information, such as police**

**enquiries and pending prosecutions should also be supplied including**

**any information which may improve understanding and fair decision**

**making.** (There is no obligation to disclose a protected caution or conviction

as defined by the Exceptions Order 2013 or any circumstances ancillary to that

protected caution or conviction).

Information given will only be made available to those who need to see it as

part of the recruitment process, and will be discussed with the applicant.

Failure to reveal criminal background information could lead to withdrawal of

an offer of employment.

11. Acceptance of a conditional offer of appointment, (whether as an employee or

volunteer) will be deemed to be giving consent to the College to seek

disclosure information from the DBS. Disclosure information will only be used

for the specific purpose for which it is requested and will not be stored any

longer than is necessary, normally six months. Once the retention period has

elapsed disclosure information will be securely destroyed. A record of the date

of issue of a disclosure, the name of the subject, and the unique reference

number will be retained for monitoring purposes.

12. The College complies with DBS code of practice, to view this document please

click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf):

**NOTICE GIVEN TO REFEREES:**

13. The above notice has been given to the applicant who has given your name as

a referee. The effect of the exemption mentioned in the notice is to make it

possible for you to reveal any information you may have concerning

convictions which would otherwise be considered as “spent”, in relation to this

application and which you consider relevant to the applicant’s suitability for

employment. Any such information will be kept in strict confidence and used

only in consideration of the suitability of this applicant for a position where

such an exemption is appropriate.

14. The College is undertaking regulated activity as defined by the Protection of

freedom Act. Please therefore confirm the candidate’s suitability to work with

vulnerable groups (young people or vulnerable adults). If you do not believe

the person is suitable please provide your reasons. Where the candidate has

been subject to disciplinary procedures in relation to the safety and welfare of

vulnerable groups either currently or in the past or where there have been any

allegations or concerns raised about the candidate in respect of their

behaviour towards vulnerable groups please let me know the outcome.