

**APPLICATION FORM – TEACHING STAFF**

The purpose of this form is to provide Ashville with a standardised set of information for all candidates. If you submit a CV, this application form will still be required.

Please complete all parts of this form. If you would like assistance in completing this form, please contact the College, e will be pleased to help you. Please continue on extra sheets if necessary.

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Where did you see the advertisement?** |  |

**SECTION 1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** (block capitals) | **Title** (Mr, Mrs, Ms, Miss, Dr etc) |
| **Former Surnames** (if applicable) | **Forename(s)**  Please underline the name by which you are known |
| **Address (inc post code)** | **Telephone Numbers** |
| Day: |
| Mobile: |
| E-mail: |
| **Please state if you are related to any existing employees or Governors of Ashville College:** | |

**SECTION 2. SUMMARY**

|  |  |
| --- | --- |
| **Current School** |  |
| **Current Role** |  |
| **Subjects Taught** |  |
| **Current Salary** |  |
| **Notice Period** |  |

**SECTION 3. EDUCATION**

Give details of secondary schools, colleges and universities attended with subjects, dates, results and qualifications obtained (provide predicted grades if not yet awarded).

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  **mm/yy** | **To**  **mm/yy** | **School / College / University** | **Qualifications** |
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**SECTION 4. PROFESSIONAL / OTHER QUALIFICATIONS**

Give details of any relevant qualifications with dates and qualification obtained:

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| --- | --- | --- | --- |
| **Qualification** | **Awarding Body** | **Date Awarded** | **Renewal Date** |
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**SECTION 5. EXTRA CURRICULAR QUALIFICATIONS / EXPERIENCE**

Give details of any extra-curricular activities that you have led, including qualifications if appropriate:

|  |  |
| --- | --- |
| **Activity** | **Qualifications** |
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**SECTION 6. CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name and address of present / most recent employer:** | |
| **Nature of employer’s business:** | |
| **Job Title:** | **Date of appointment:** |
| **Present salary:**  **Other benefits:** | **Notice period:** |
| **Main duties & responsibilities:** | |
| **Subjects taught:** | |

**SECTION 7. PREVIOUS EMPLOYMENT**

Please list all previous full time and part time work since leaving full time education, including any periods of self-employment, starting with the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date From**  **mm/yy** | **Date To**  **mm/yy** | **Name & address of employer** | **Position held and brief details of duties** | **Reason for leaving** |
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**SECTION 8. GAPS IN EMPLOYMENT**

If there are any gaps in your employment history since leaving school, please provide more information here. This could include for example periods of travel or time looking after your family.

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| --- | --- |
| **Dates** | **Reason for Gap** |
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**SECTION 9. TIME SPENT LIVING OVERSEAS**

If you have lived outside of the UK for more than 12 months in the last 10 years please provide details

|  |  |  |
| --- | --- | --- |
| **Dates** | **Countries** | **Reason (eg. forces posting)** |
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|  |  |  |

**SECTION 10. REFERENCES**

Please give details of two referees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name | | Name | |
| Job Title | | Job Title | |
| Address | | Address | |
| Telephone No. | | Telephone No. | |
| Email | | Email | |
| Your connection with the above person | | Your connection with the above person | |
| May we contact this person before an interview? | Yes / No | May we contact this person before an interview? | Yes / No |

**SECTION 11. REASON FOR APPLICATION**

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| --- |
| **Please comment on why you are applying for the role.** |
|  |
| **Please comment on why you would be suited for the role you are applying for.** |
|  |

**SECTION 12. CRIMINAL CONVICTIONS**

The College will undertake an enhanced criminal records check for all new employees. The College does have a policy on the employment of convicted offenders and a previous criminal conviction will not necessarily bar you from working at Ashville.

You should note that all posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order provides that certain spent convictions are ‘protected’ – these offences will not be disclosed to the College as part of a criminal records check and you are not required to disclose them as part your application. Guidance on what will be disclosed to the College can be found on the Disclosure and Barring Service website or [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf)

|  |  |
| --- | --- |
| 1. Have you been placed on the DBS children’s barred list or been subject to any sanctions imposed by a regulatory body? | Yes / No |
| 1. Do you have any relevant convictions, cautions, bind-overs, final warnings, or reprimands? | Yes / No |
| 1. Are you subject to any pending criminal convictions, pending criminal damages or Court Hearings? | Yes / No |
| If you have answered yes to any of the above questions, you must supply details in a sealed envelope marked “Confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service. | |

**SECTION 13. RIGHT TO WORK IN THE UK**

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| --- | --- |
| Do you have the right to work in the UK? | Yes / No |

**SECTION 14. DECLARATION**

|  |
| --- |
| I certify that to the best of my knowledge and belief, the information given in this application (and any accompanying documentation) is factually correct and I understand if I have given any false information or withheld relevant details, that my application may be rejected or in the event of employment, may result in summary dismissal or disciplinary action. |
| **Signed…………………………………………….... Date……………………………………….** |

Thank you for completing this form. We will consider all the information you have provided us carefully and will then select applicants that we wish to interview.

If we do ask to interview you, we will require you to bring the following:

1. Proof of identity (eg: passport, photo driving licence)
2. Proof of address (eg: utility bill, Council Tax bill)
3. Original certificates for all the qualifications listed here

We would also like to see the following if you have them:

1. Your original birth certificate
2. Your driving licence
3. DBS certificate



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|  | **EQUAL OPPORTUNITIES IN EMPLOYMENT**  **MONITORING OF POLICY** |  |

Ashville College is committed to equality of opportunity in relation to the recruitment and selection of staff. To assist in the implementation and monitoring of its policy, the College requests applicants for posts provide the following information. This form is voluntary and does not form part of the selection process.

1. I would describe my race or cultural origin as (please tick one box only):

|  |
| --- |
| * White: British / Any other white background (please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)      * Mixed: White and Black Caribbean / White and Black African / White and Asian / Any   other mixed background   * Asian or Asian British: Indian / Pakistani / Bangladeshi / Any other Asian background * Black or Black British: Caribbean / African / Any other Black background * Chinese or Chinese British * Other (please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) * Prefer not to say |

1. My gender is:

|  |  |
| --- | --- |
| * + Female ❑ Male | * + Other |

1. My age is:

|  |  |
| --- | --- |
| * + 16-19   + 20-29   + 30-39 | * + 40-49   + 50-59   + 60+ |

1. My religion or religious belief is:

|  |  |
| --- | --- |
| * + Christian   + Jewish   + Hindu   + Sikh | * + Muslim   + Buddhist   + None   + Other (please specify \_\_\_\_\_\_\_\_\_\_\_\_) |

1. Do you have any health or disability issues which might affect your ability to attend an interview or to undertake a test?

|  |  |
| --- | --- |
| * + Yes | * + No |

Please provide details of suggested reasonable adjustments that may assist you in being able to attend or to undertake a test:-

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