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|  | Career Mark Logo **employer_small 2017**  **100% b Ofsted_Good_GP_Colour** | For College/Office Use |
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**Staff Application Form**

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

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| Application for the Post of: |  |

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| --- | --- |
| Personal Details | |
| Mr/Mrs/Miss/Ms/Dr:  Surname:  Forename(s):  Previous Surname:  Address:    Town/City:  Postcode: | Telephone no (Home):  Telephone no (Work):  Mobile:  E-mail address:  National Insurance Number:  DCSF Number (if applicable): |

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| **Current Employment** | | | | | | |
| Date Appointed: | | | Job Title: | | | |
| Name and Address of Employer: | | | | | | |
| Current Salary: | | | | | | |
| Current Responsibilities: | | | | | | |
| Date Left (if applicable): | | | | | | |
| Reason (s) for Leaving (if applicable): | | | | | | |
| Previous Employment - Please list below all previous posts held with the most recent first | | | | | | |
| **From/To**  **DD/MM/YY** | **Employer's Name and Address** | **Post Held and**  **Main Responsibilities** | | | **Reason for Leaving** | |
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| **Qualifications -** Please list your qualifications in date order with the most recent first | | | | | | |
| **University/College/School** | | Subject(s) or Title of Qualification(s) | | | **Grade(s) Achieved** | **Date(s)**  **Awarded** |
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| **Professional Development** **-** Please include relevant courses attended within the last three years | | | | | | |
| **Title of Course** | | **Date completed** | | **Length of course** | **Organising Body** | |
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| Membership of Relevant Professional Bodies or Associations | | | | | | |
| **Body** | | **Status of Membership** | | | **Membership by Exam? Yes/No** | |
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| Are you related to, or the partner of any member of Lowestoft Sixth Form College Governing Body? | | **YES** |  | **NO** |  |
| If yes, please give their names  *(Failure to declare any such relationship may lead to disqualification for appointment or to dismissal)*: | | | | | |
| **Professional Experience** | | | | | |
| Outline your reason(s) for seeking a new post:  Briefly outline **your key professional successes** | | | | | |
| **Personal Statement -** This is your opportunity to outline what strengths and qualities you would bring to the post. Consider both the job description and person specification with care. Please do not exceed the space provided below and overleaf. **CVs will not be accepted**. | | | | | |
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| *(Personal Statement continued)* | | | | | |
| **Other Information** | | | | | |
| Have you ever been convicted of a criminal offence other than petty motoring offences? *(NB: Due to the nature of the work for which you are applying i.e. in an educational establishment, under the Rehabilitation of Offender Act 1974 (exceptions) Order 1975, you are not entitled to withhold information about “spent” convictions. Any information provided will be treated as completely confidential and will be considered only in relation to an application for positions to which the order applies).* | | **YES** |  | **NO** |  |
| Do you have any criminal charges pending? | | **YES** |  | **NO** |  |
| Have you ever been suspended or subject to disciplinary action in any post you have held? | | **YES** |  | **NO** |  |
| Do you require a work permit to work in the UK? | | **YES** |  | **NO** |  |
| If you have answered YES to any of the above, please specify on a separate sheet and enclose it in a sealed envelope marked **Private and Confidential** and post to the HR Department to arrive by the deadline application date. | | | | | |
|  | | | | | |
| **References -** Please nominate **TWO** referees. One referee should be your current employer. References will not be accepted from relatives or friends. **Please note references will be requested as part of the shortlisting process.** | | | | | |
| **Referee 1** | **Referee 2** | | | | |
| Name:  Position:  Address:  Postcode:  Tel No:  Fax no:  E-mail address: | Name:  Position:  Address:    Postcode:  Tel No:  Fax no:  E-mail address: | | | | |
| **Declarations**   1. I have read or had explained to me and understand all the questions on the form. 2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK. 3. I understand that:    1. Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any cautions, bind-overs, prosecutions or convictions which are either on my record or pending, even if they would be regarded as ‘spent’ under the Act. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.    2. Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record.    3. In accordance with the Data Protection Act, the personal details submitted on this application form are collected by Lowestoft Sixth Form College. Personal data will be used for the purpose of selection, interview and employment. Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police. 4. The information I have given on this form is true and accurate to the best of my knowledge. 5. I confirm you have my consent to perform a status check on my DBS Certificate.   **Signed:**  **(As your application has been submitted by email, you will be asked to**  **sign this declaration if invited for interview):**  **Date:**  Thank you for your interest in working at Lowestoft Sixth Form College. | | | | | |

**Recruitment Monitoring**

Lowestoft Sixth Form College is committed to equality in relation to the recruitment and selection of staff. To assist in the implementation and monitoring of this, applicants are asked to provide the information below. This document will be kept separate from your application form. The information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel.

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| **Gender** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Male | | | | | |  | Female | | | | | | | | |  | | | Prefer not to say | | | | | | | | | | | | | | |  | |  | | | | | | | | | |
| **Marital Status** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Married |  | | Single | | | | |  | | | Civil Partnership | | | | | | |  | | | | | Divorced | | | |  | | | Widowed | | | | | | | |  | | | | |  | | |
| **Age Group** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 – 25 | |  | | | 25 – 35 | | | |  | | 35 – 45 |  | | 45 – 55 | | | | | | | |  | | | over 55 | | |  | | | prefer not to say | | | | | | | | |  | | | |  | |
| **Sexuality** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Heterosexual/Straight | | | | | | | | | |  | Gay/Bi-Sexual | | | | | | | | |  | | | | Prefer not to say | | | | | | | | | | | | |  | | | |  | | | | |
| **Source of Application** -How did you find out about this post? Put a cross (X) next to the relevant publication. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Times Education Supplement (TES) Newspaper | | | | | | | | | | | | | | |  | | | | | | The Beccles and Bungay Journal | | | | | | | | | | | | | | | | | | | | | |  | | |
| Times Education Supplement (TES) Website | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| The EDP (Eastern Daily Press) | | | | | | | | | | | | | | |  | | | | | | Job Centre Plus | | | | | | | | | | | | | | | | | | | | | |  | | |
| The Lowestoft Journal | | | | | | | | | | | | | | |  | | | | | | Lowestoft Sixth Form College Website | | | | | | | | | | | | | | | | | | | | | |  | | |
| Other publication, please specify: | | | | | | | | | | | | | | |  | | | | | | National newspaper, please specify: | | | | | | | | | | | | | | | | | | | | | |  | | |
| Other (e.g. word of mouth), please specify: | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| **Race / Ethnicity** - Put a cross (X) next to ONE of the following | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1. White** | | | | | | | | | | | | | | | | | **4.** **Black or Black British** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| White British | | | | | | | | | | | | |  | | | | Caribbean | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| White Irish | | | | | | | | | | | | |  | | | | African | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Any other white background | | | | | | | | | | | | |  | | | | Any other Black background | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **2. Asian or Asian British** | | | | | | | | | | | | | | | | | **5. Mixed** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bangladeshi | | | | | | | | | | | | |  | | | | White and Black Caribbean | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Indian | | | | | | | | | | | | |  | | | | White and Black African | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Pakistani | | | | | | | | | | | | |  | | | | White and Asian | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Any other Asian background | | | | | | | | | | | | |  | | | | Any other mixed background | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **3. Chinese or other Ethnic group** | | | | | | | | | | | | | | | | | Other ethnic group | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| Chinese | | | | | | | | | | | | |  | | | | **6. Not known/not provided** | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **Religion**  - Put a cross (X) next to ONE of the following | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christian | | | | | | | | | | | | |  | | | | Muslim | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Buddhist | | | | | | | | | | | | |  | | | | Sikh | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Hindu | | | | | | | | | | | | |  | | | | None | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Jewish | | | | | | | | | | | | |  | | | | Any other religion (please indicate) | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **Applicants with Disabilities** -(Put a cross - X - in the appropriate boxes and give details if necessary)  The Equality Act 2010 states: ‘A person has a disability if they have a physical or mental impairment, or the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities’. Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Taking this definition into consideration do you consider you have a disability? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **YES** | | |  | | | **NO** | | | | | | |  | | |
| Are there any adjustments that need to be made for the interview? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **YES** | | |  | | | **NO** | | | | | | |  | | |
| Please outline adjustments if required: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Data Protection Act 1998** - I consent to the data on this form being used for statistical purposes to assist Lowestoft Sixth Form College in the monitoring of equality and diversity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signed** | | | |  | | | | | | | | | | | | | | | | | | | | | | **Date** | | | | | | |  | | | | | | | | | | | |