huish
RICHARD HUISH COLLEGE

Confidential Employment Application Form

POSITIVE ABOUT DISABLED PEOPLE

You are requested to complete all relevant sections of the form in black ink. Please mark any section, which does not apply N/A. As part of the application process you are asked to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked not to send curriculum vitae, testimonials or other documents. You may attach additional relevant information on a separate sheet if there is no room for it on the form.

Title of post applied for:

Closing date:

PERSONAL DETAILS

Family name:

Previous family name(s):

Forename(s):

Title: Mr/Mrs/Miss/Ms/DR/other[please state]

Address:

Work Telephone:

Home Telephone:

Mobile:

Postcode:

***Date of birth:**

Email:

National Insurance Number:

***Teacher Reference Number:**

*** (Teaching staff applicants only)**

*** To ask for date of birth is not discriminatory. This information is required to ensure correct identification of the candidate and follows guidance laid down for safeguarding children and safer recruitment in education.**

CURRENT OR MOST RECENT POST

Employer's name:

Position held:

Notice period:

Address

Date appointed:

Date left (if applicable):

Postcode:

Reason for leaving (if applicable):

Salary (£):

Full/part time (if part time number of hours):

BRIEF DESCRIPTION OF DUTIES INDICATING LEVEL OF RESPONSIBILITY

SECONDARY AND FURTHER EDUCATION

Schools/Colleges attended	From	To

Level	Subject	Grades	Date

HIGHER EDUCATION - For degree(s) please specify whether Honours, Class and Division. For professional teaching qualifications, please state age range/subject(s)

Institution	From	To	Degree/course etc & study method	Date, Grade/ Classification

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS/OTHER AWARDS

Name of Institute	Classification/ Grade/award	Date obtained

TRAINING/RELEVANT EXPERIENCE - Please use this space to give details of any relevant training received that may or may not have lead to a qualification or any other experience including raising a family and voluntary work that you feel you may support your application. Please provide dates where applicable.

	Date		Date

EMPLOYMENT HISTORY – TEACHING RELATED in date order, most recent post first.

Employer's name and address	Position held	Salary (£)	F/T or P/T (give hours)	From DD/MM/YY	To DD/MM/YY

EMPLOYMENT HISTORY – NON TEACHING RELATED in date order, most recent post first.

Employer's name and address	Position held	Salary (£)	F/T or P/T (give hours)	From DD/MM/YY	To DD/MM/YY

References - Please provide details of two referees, one of whom should be your current/most recent employer. We will apply for your references prior to interview unless you indicate [below] to the contrary.

Name, address, email and telephone number	Position	May we contact now? Yes/No
1.		
2.		

Employment Checks

- Disclosure and Barring Service [DBS] – this post requires an enhanced criminal background check via the DBS; any offer of appointment is subject to satisfactory clearance.
- Barred List and Prohibition List
- The nature of the work you are applying for means that this job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and its supporting regulations. This means you are NOT entitled to withhold information about convictions which for other purposes are 'spent' under the Act. Successful candidates who fail to disclose information concerning such convictions may be dismissed or subject to disciplinary action.
- Medical Clearance – successful candidates will be expected to complete a Medical Declaration Form and any offer of appointment will be subject to receipt of a satisfactory medical report.
- Successful candidates will be asked to provide evidence that they are eligible to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

DISCLOSURE AND BARRING SERVICE (DBS) CRIMINAL RECORDS DISCLOSURE

Please ensure you read the Guidance Notes carefully and complete the supplied Declaration Form. Have you ever been convicted of a criminal offence which is not protected? **YES** **NO**

Miscellaneous

Are you related to any member of the College staff? YES NO

Do you hold a full UK Driving Licence? YES NO

Have you previously applied for employment with the College? YES NO

If yes, please state who and nature of relationship

If yes, please give details of post(s) and date(s)

If you do not have permanent residence, do you require a work permit? YES NO

Where did you see the advertisement? (please delete as applicable) College Website, On-line job pages (please specify), Newspaper or Magazine

Have you a disability of which you would like the College to be aware? YES NO **The reason for asking this question is that the College takes positive action in supporting disabled people into employment, it offers interviews to disabled people who meet the minimum criteria for a specific job vacancy.**

Do you have any special requirements for attending an interview? YES/NO. If yes, please provide details

Data protection act

I understand that, if I am appointed, personal information about me will be stored on computer for personal/administrative purposes, including analysis for management purposes and statutory returns.

I certify that to the best of my knowledge, the details provided by me on this form are correct.

Signature ..... **Date** .....

Please return this form to the HR Director at the college

RICHARD HUISH COLLEGE

EQUAL OPPORTUNITIES IN EMPLOYMENT – RECRUITMENT MONITORING

Richard Huish College is committed to a policy of equal opportunities in employment. Our aim is to ensure that you and other applicants are not discriminated against on any of the following grounds: sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. To ensure our policy is implemented fully, we monitor applications for employment, from initial application through to final selection. The information on this form will be treated in confidence and used for monitoring purposes only. It will only be seen by staff assessing the effectiveness of the Equal Opportunities Policy and will not form part of any selection process.

Name		**Post applied for**	

Age		**What is your date of birth?**	

What is your title?	**Mr**		**Mrs**		**Miss**		**Ms**	
Other [please specify]								

How do you describe your gender?	**Male**		**Female**	

What is your marital status?	**Single**		**Married**		**Divorced**		**Widowed**		**Civil Partnership**	
Other [please specify]										

How would you describe your sexual Orientation?	**Bisexual**		**Gay man**		**Lesbian**		**Heterosexual**		**Prefer not to say**	

Disability is defined by the Disability Discrimination Act as:
A physical or mental impairment which has a substantial and long-tern adverse effect on a person's ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last 12 months. **Guaranteed Interview Scheme [GIS]** Disabled applicants who meet the essential criteria and minimum standard will be interviewed**.**

Do you consider yourself to have a disability?	**Yes**		**No**	

How would you describe your religion or belief?												
Christian		**Buddhist**		**Hindu**		**Jewish**		**Muslim**		**Sikh**	
None		**Other [please specify]**				**Prefer not to say**					

How do you describe your ethnic origin? Please put a cross in one box in column A and one box in Column B

COLUMN A		
A		British or Mixed British
B		English
C		Irish
D		Scottish
E		Welsh
F		Or any other? [specify if you wish]
COLUMN B		
ASIAN		
A		Bangladeshi
B		Indian
C		Pakistani
D		Any other Asian background [specify if you wish]
BLACK		
E		African
F		Caribbean
G		Any other background [specify if you wish]
CHINESE		
H		Any Chinese background [specify if you wish]
MIXED ETHNIC BACKGROUND		
I		Asian and White
J		Black African and White
K		Black Caribbean and White
L		Any other mixed ethnic background [specify if you wish]
WHITE		
M		Any white background [specify if you wish]
ANY OTHER ETHNIC BACKGROUND		
N		Any other Ethnic background [specify if you wish]

PLEASE RETURN THIS FORM WITH YOUR APPLICATION DETAILS IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL' ADDRESSED TO THE HR DIRECTOR

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Criminal Records Declaration Form

All applicants must complete this form in full and return it with their application form. Please refer to the guidance notes on the reverse of this form before completing the following sections.

Please complete in **black ink.**

Full Name (Block Capitals):	
Post applied for:	

Please answer the following questions:

1. **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates in the table below.*** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Please ✓ as appropriate: Yes (Please provide details) No (Proceed to Q2)

Date	Details

*If any circumstances change which would affect your response to this question, you must inform the Human Resources department of the details without unnecessary delay.

2. Have you ever been disqualified from working with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?

Please ✓ as appropriate: Yes ☐ (Please provide details) No ☐ (Proceed to Q3)

Date	Details

3. Are you registered with the Disclosure and Barring Service (DBS) Update Service?

Please ✓ as appropriate: Yes ☐ No ☐

By ticking Yes you are giving us permission to check your DBS through the update service and will provide a copy of the original certificate when requested.

4. Please sign the following declaration and return this form to Human Resources with your application form. If you do not complete this declaration we will be unable to consider your application.

I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service and I hereby give my consent for Richard Huish College to carry out the relevant DBS status checks in line with the DBS Code of Practice.

I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in future.

If you return this form electronically you will be asked to sign this form if you are called for interview. **Signature:**	**Date:**

Submit Application

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It is important that you read these guidance notes carefully before making your application

GUIDANCE NOTES AND SUMMARY OF MAIN TERMS AND CONDITIONS FOR APPLICANTS

Statement of commitment to safeguarding children and young people

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment

Disclosure and Barring Service (DBS) Criminal Records Disclosure

*The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. Any self-disclosed information will not be considered until short-listing has taken place. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position

**The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection*

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature if the offence[s] the number and pattern of the offences [if there is more than one], how long ago the offence[s] occurred and the age of the offender when the offence[s] occurred. We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences. We comply with:

- the Disclosure & Barring Service's Code of Practice, which is available on their website at https://www.gov.uk/government/publications/dbs-code-of-practice and;
- our policy on the recruitment of ex-offenders – http://www.huish.ac.uk/upload/PER1011_Recruitment_of_Ex-offenders_Policy.pdf

If we offer you the job you will be asked to complete a disclosure application on-line at college. On completion of the check the DBS will issue you with a certificate. This certificate will, in line with current Government guidelines, contain details of any convictions, reprimands or final warnings held on the Police National Computer, including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education and Skills and the Department of Health, of those individuals who are barred from working with children.
Further information about Disclosure can be found at https://www.gov.uk/disclosure-barring-service-check/overview

Recruitment Policy

Our policy is to ensure that the recruitment process is as objective as possible. All candidates are assessed against the same criteria, and every effort is made to ensure that you and other applicants are not discriminated against on any of the following grounds: sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. To ensure our policy is implemented fully, we monitor applications for employment, from initial application through to final selection; all applicants are requested to complete the enclosed Equal Opportunities Monitoring form.

Application process

Application for this position is by Application Form and covering letter; please do not send a CV. The criteria in the enclosed person specification will be used to assist the shortlisting process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. Please ensure that you indicate how you meet these criteria.

Terms and Conditions

All appointments are subject to:

- Clearance from the DBS
- The receipt of two satisfactory references from your current and previous employer. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation and how the matter was resolved
- Medical clearance by the College's Occupational Health Contractor
- Evidence of required qualifications and professional registration, if relevant
- A satisfactory probationary period.

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

Miscellaneous

- We will pay second class travel and reasonable out of pocket expenses for you if you are called for interview. If you are coming from Overseas you will be paid from point of entry to the country
- If overnight accommodation is required to attend for interview we will arrange this for you
- If you are offered the post your interview expenses will be reimbursed in your first month's salary
- In most cases, applications received after the closing date will not be considered
- Smoking is not permitted on college premises except in designated smoking areas.