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| Concord Logo BLK | **APPLICATION FORM** |

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| **Position applied for:** |

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| **Personal Details** |
| Title: (Mr/Mrs/Miss/Ms etc) Date of birth:  Surname: Forenames:  Maiden name or any previous names known by:  National Insurance no:  Address:  Post code:  Home telephone no:  Please attach a  recent passport  size photograph  Mobile telephone no:  E-mail address:  Are you registered disabled? YES / NO  If YES, please give details of any special arrangements  you would require to attend interview  Do you have the right to take up employment in the UK  and, if necessary, a work permit? YES / NO |

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| **Education and Qualifications** | | | |
| Please give details of Secondary/Further Education and qualifications obtained | | | |
| **Dates**  **From To** | | **School/College** | **Qualifications/Subjects with grade/level** |
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| Please give details of any other professional or vocational qualifications obtained relevant to your application | | | |
| **Dates obtained** | | **Qualifications obtained and grade/level** | **Name of Awarding Body** |
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| **Present Post and Responsibilities** | | |
| **Date started** | **Name and address of employer** | **Post Title and Responsibilities** |
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| **Employment History** |
| Please complete the Employment History sheet overleaf, ensuring any gaps in employment are explained below. |
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| **Please outline below skills and experience gained in previous positions or further information you feel is relevant to the post for which you are applying.** |
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| **Employment History** | | | | |
| Please give details of all previous employment, including previous positions held with your current employer.  **Please also provide a copy of your CV.** | | | | |
| **Dates (month/year)**  **From To** | | **Name and address of Employer** | **Position held** | **Reason for leaving** |
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|  |  |  |  | Continue on a separate sheet if necessary |

**Please note:** This information will be verified if an offer of employment is made.

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| **Referees** |
| Please provide names, addresses and telephone numbers of two referees who must be current/former employers. If neither one is your current employer, we will need to apply for a reference from your current employer if an offer of employment is made by us. References will not be accepted from relatives or persons who only know you as a friend. Written references will be sought and verified by telephone. |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Post code:  Telephone no: E-mail address:  **Please indicate if you agree to this referee being contacted at this stage: YES / NO** |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Post code:  Telephone no: E-mail address:  **Please indicate if you agree to this referee being contacted at this stage: YES / NO** |

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| **Safeguarding and Child Protection** |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not entitled to withhold information about police cautions, ‘bind-overs’, or any criminal convictions, including any that would otherwise be considered ‘spent’.  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined**  **by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?**  ***(For information, visit http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf)***    **YES / NO** If YES, please give details below.  **An enhanced DBS check will be carried out before any appointment is made. Not disclosing a conviction which is later revealed by an enhanced DBS check will result in termination of employment. A criminal record will not necessarily be a bar to obtaining a position.** |

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| **Declaration - please read carefully** |
| I declare that the information I have given on this form is true and complete and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.  I consent to the College processing the data supplied on this application form for the purpose of recruitment and selection. I also give permission for the College to approach any previous employer for verification of the information given above, should an offer of employment be made.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview. |

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| **Please note:**  This application form must be fully completed, including the employment history section, and submitted along with any supporting documents. It is not acceptable to use “Refer to CV”. |

**Please return your completed application to:** The HR Officer, Concord College

Acton Burnell, Shrewsbury, SY5 7PF

E-mail: n.fox@concordcollege.org.uk

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