**CONFIDENTIAL**

# LECTURER / INSTRUCTOR / WORK BASED ASSESSOR APPLICATION FORM

**We welcome enquiries from everyone and value diversity in our workforce**

Please complete this form in black ink or type so that it may be photocopied.

Please note, an incomplete application form may jeopardise the progression of your application.

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| **Application for the post of:** | **Race Technician** |
| **Closing date:** | **Friday 16 March 2018** |

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| **PERSONAL DETAILS** | | |
| **Title** | **Mr / Mrs / Miss / Ms / Dr / Other (please specify)** | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Previously used name(s)** |  | |
| **Address** | **Postcode** | |
| **Email address** |  | |
| **Telephone numbers** | (Home) | (Mobile) |
| **National Insurance number** |  | |

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| **Do you hold a full valid UK Driving Licence?** | **YES / NO** |
| **If yes, what date did you pass your driving test?** |  |
| **Please give details of any endorsements…** | |

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| **Work Eligibility: (please tick one box)** | |
|  | I am eligible to live and work in the UK |
|  | I am not currently eligible to live and work in the UK |
| Please note, before you are able to start employment with Myerscough College you must provide proof of eligibility to work in the UK (i.e. a valid passport) to the Human Resources Team.  **Failure to comply may lead to loss of employment**. | |

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| **Are you related to anyone at Myerscough College or to any member of Myerscough College Corporation?** | **YES / NO** |
| **If yes, please give details…** | |
| **Do you have a disability which may have a bearing on this application? (Please see Guidance Notes)** | **YES / NO** |
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| **Do you have any special requirements in relation to the College's application and recruitment process?** | **YES / NO** |
| **If yes, please give details…** | |

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| **Have you at any time elected to be a member of the Teachers’ Pension Scheme?** | | **YES / NO** |
| **DfE Ref No (if applicable)** |  | |

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| **SAFEGUARDING** | |
| **Have you ever been convicted of any criminal offence or received a police caution, reprimand or warning?** (Please see enclosed Advisory Notes.) | **YES / NO** |
| If ‘yes’, please submit details of the conviction/caution, reprimand or warning including date, Court, nature of offence and sentence imposed in an envelope marked “Confidential” to the Director of Human Resources.  Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act 1974 (Exemptions) Order, 1975, from the protection of the Act. It is therefore, suggested that you take the appropriate advice if you are in any doubt as to the correct answers to give. A Disclosure and Barring Service check at Enhanced level will be relevant to this post. | |

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| **DISCLOSURE AND BARRING SERVICE** | |
| **Please confirm, if successful, that you agree to us deducting £44 from your first salary** **for the DBS Check** | **YES / NO** |
| Please note that all new employees of the College will be required to pay for their DBS check (at present £44.00 for an enhanced level check). This will be deducted from first salary.  You will also be entitled to register with the update service to make your DBS check portable. This is currently £13 per year and must be done within 14 days of the certificate being issued. | |

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| **Where did you first see this vacancy advertised?** (please tick **one** box) | | | |
|  | Myerscough College website |  | Lancashire Evening Post (LEP) |
|  | Internal Bulletin Board |  | www.LancashireJobsToday.co.uk |
|  | Word of Mouth |  | Garstang Courier |
|  | AoC Jobs (www.aocjobs.com) |  | Preston Reporter |
|  | www.Jobs.ac.uk |  | Farmers Guardian |
|  | PGA magazine or website |  | Horse and Hound |
|  | www.MyPrestonJobs.co.uk  or www.MyLancashireJobs.co.uk  or www.MyNorthWestJobs.co.uk |  | Vet Times |
|  | Jobcentre Plus or www.jobseekers.direct.gov.uk  Other (please specify): |
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| **CURRENT / MOST RECENT EMPLOYMENT** (PLEASE DELETE AS APPROPRIATE)  If you are currently unemployed, please give details of your most recent employment | |
| **Name of current/most recent employer** |  |
| **Company Name** |  |
| **Company Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Current/latest job title** |  |
| **Date appointed** |  |
| **Salary** |  |
| **Employment end date** (if applicable) |  |
| **Reason for leaving** (if applicable) |  |
| **Notice period** (if applicable) |  |
| **Please give details of duties/responsibilities...** | |

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| **OTHER PREVIOUS EMPLOYMENT INDUSTRIAL/COMMERCIAL EXPERIENCE:**  (Please state reasons for any gaps in employment) | | | | | | | |
| Name of previous employer / Source of experience | Post held / Experience gained | Full Time Part Time or Voluntary | From | | To | | Reason for leaving post |
| Month | Year | Month | Year |
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| **TEACHING EXPERIENCE** | | | | | | |
| Name of establishment | Post held and subjects taught | From | | To | | Full Time or Part Time |
| Month | Year | Month | Year |
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| **SUBJECTS**  Please give full details of the subjects you are able to teach/instruct and at what levels | |
| **Subject** | **Level** |
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| **RESEARCH EXPERIENCE, PUBLICATIONS, EXAMINERSHIPS ETC** |
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| **EDUCATION AND TRAINING**  Education and qualifications obtained: Degrees, Diplomas, Certificates, Teaching and/or Membership of Professional and/or other Bodies (mention subjects, class, distinctions where applicable). | | | | |
| Years spent in education after age 11 | | | Establishment/ Awarding authority | Qualifications obtainedand membership of Professional or other Bodies |
| From | To | Full Time or Part Time |
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| **OTHER TRAINING/IN-SERVICE COURSES ATTENDED** | | | | |
| Years of Training or Courses Attended | | | Course Provider | Details of Course |
| From | To | Full Time or Part Time |
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| **OUTSIDE INTERESTS**  Please describe any hobbies, pastimes, sports or other activities in which you have an interest and include details of leisure clubs, societies etc. you are a member of (state any positions held) |
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| **EXPERIENCE**  Please describe the extent of your experience in relation to the role for which you are applying and indicate how this will help you in your application: |
| (Please continue on a separate sheet if necessary) |

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| **REFEREES**  Please note, references may be sought from previous employers where the employment (paid or voluntary) involved working with children and/or vulnerable adults.  If your application proves successful and in compliance with Safeguarding Children and Safer Recruitment in Education Guidance January 2007, your employment will only be confirmed once satisfactory references are received by the College. | | | | | |
| **Employment Reference**  (Must be your current or most recent employer) | | | **Character Reference** | | |
| Name |  | | Name |  | |
| Address and Postcode |  | | Address and Postcode |  | |
| Email address |  | | Email address |  | |
| Tel No |  | | Tel No |  | |
| Relationship to you |  | | Relationship  to you |  | |
| *(Please indicate if you do not wish your current employer to be contacted)* | | | | | |
| **If your current employment does not involve working with children, we will need to seek a reference from where you were most recently employed in work with children.** | | | | | |
| Name |  | Email address | |  | |
| Address and Postcode |  | | | | |
| Tel No |  | Relationship to you | | |  |

**NB: If you have spent time outside of the UK (other than for holidays) you will need to provide a “Certificate of Good Conduct” from the relevant authority.**

**Canvassing directly or indirectly will disqualify a candidate.**

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| **DECLARATION** | |
| I certify that the information given on this form is correct. I understand that any willful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for. | |
| **Signed:** | **Date:** |

If you have not had any response from the College in respect of this application within 4 weeks of the closing date you may assume that you have been unsuccessful.

In compliance with Data Protection Act 1998 requirements, unsuccessful applicants are advised that completed application forms containing sensitive and personal data ie date of birth, address etc, will not be kept longer than strictly necessary – usually up to twelve months – at which time they will be disposed of permanently. By signing above you are confirming your agreement to this procedure and, unless you indicate to the contrary, this will be the usual procedure in all cases. You have a right to request a copy of any information we hold on you and to have any inaccurate data corrected.

Myerscough College not only fulfils its legal position in relation to current    and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.  It is intended that no job applicant or employee shall receive less favourable treatment nor be disadvantaged by any element which cannot be shown to be justifiable

*When completed, this form should be returned to the Human Resources team:*

Post: **The Human Resources team** or E-mail: **hr@myerscough.ac.uk**

**Myerscough College**

**Bilsborrow, Preston, Lancashire, PR3 0RY**

**EQUALITY, DIVERSITY & INCLUSION MONITORING – INFORMATION FOR APPLICANTS**

Myerscough College is an Equal Opportunity Employer and is working towards the Leaders in Diversity accreditation.

* The College has an ethos that goes beyond legal compliance in providing and promoting “Opportunities for all to succeed”, where everyone is free from any aspect of discrimination, harassment or victimisation.
* The College Values and Equality, Diversity & Inclusion and this policy takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.
* The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race or belief, gender, sex, gender reassignment, religion, sexual orientation, responsibilities for dependants, age, physical and/or mental disability, marriage and civil partnership or pregnancy and maternity.

Your name is requested solely so that appointment procedures can be monitored. The details supplied on this form are confidential and will only be seen by the Human Resources team at Myerscough College and **will not be taken into account when making an appointment to the post but will help the College understand the staff profile and enable support if and where appropriate.**

**EQUALITY, DIVERSITY AND INCLUSION**

**How the College will show its commitment**

The College will:

* Actively promote equality by valuing and respecting differences between people,
* Ensure staff are equipped to embrace diversity and challenge discrimination,
* Investigate all allegations of discrimination sensitively,
* Monitor the curriculum and learning to ensure it is free from discrimination and reflects the needs of the wider community,
* Monitor policies, procedures and practices to ensure these are fair and equitable and free from discrimination.
* Reflect the contributions of all members of the community in promoting its activities.

**Why monitor equal opportunities?**

We are committed to a policy of equal opportunities in all aspects of employment. The information provided by equal opportunities monitoring will help us to comply with the law and will ensure that our employment policies and practices are fair and effective. The information provides us with the profile of the organisation so that we can assess the representation of different groups and whether more needs to be done to achieve equality and opportunity for colleagues and job applicants.

**What information will be collected?**

This questionnaire asks you to categorise yourself by ethnic group, marital status, disability, gender, religion/belief, sexual orientation and whether you have care responsibilities for anyone. The data will then be added to the information that is held on the Human Resources system.

**What will happen to the monitoring form?**

The form will be dealt with by a member of the Human Resources team who will be responsible for the safe storage of the form until the data is entered onto the Human Resources system. The form will then be destroyed.

**What will the information be used for?**

This form will contain sensitive personal data which will only be processed in accordance with the Data Protection Act 1998.  The data will help us to review employment policies and practices, particularly where the equality of opportunity is concerned.  The information will be issued by Myerscough College to ensure compliance with the Equality Act 2010, the purpose of which is to legally protect people from discrimination in the workplace and in wider society.

**Who can I contact for additional information?**

Should you require any further information or advice, please contact a member of the Human Resources team on 01995 642289.

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**EQUALITY, DIVERSITY & INCLUSION MONITORING FORM FOR APPLICANTS**

We want to ensure that our services are provided fairly and consistently both at pre and post employment stages. The information collected helps us get a picture of who contacts us, to help us improve what information we provide and reduce potential barriers to access employment at the College.

Please answer the questions below by ticking the boxes that you feel most describes you. Some questions may feel personal, but the information we collect will be kept confidential and secure. The better the information is that we collect the more effective our monitoring will be.

If you do not want to answer any specific question then please leave it blank.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity**

**White**

☐ English/Welsh/Scottish/British/Northern Irish

☐ Irish

☐ Gypsy/ Irish Traveller

☐ Roma

☐ Other white background (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian or Asian British**

☐ Indian ☐ Pakistani

☐ Bangladeshi ☐ Chinese

☐ Other Asian background (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Ethnic Group**

☐ Yemeni

☐ Other ethnic group (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed / Multiple Heritage**

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Other mixed background (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black / African / Caribbean or Black British**

☐ African

☐ Caribbean

☐ Somali

☐ Other Black background (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age**

☐ 15 - 19 ☐ 20 - 24 ☐ 25 - 34

☐ 35 - 44 ☐ 45 - 54 ☐ 55 - 64

☐ 65 – 74 ☐ 75 - 84 ☐ 85 +

**Sex**

☐ Female ☐ Male ☐ Non binary

☐ Other (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

☐ Yes ☐ No

**Caring Responsibilities**

A carer is someone who provides unpaid support/care for a family member or friend, etc. who needs help with their day-to-day life; because they are disabled, have a long-term illness or they are elderly.

**Are you a carer?**

☐ Yes ☐ No

**Childcare responsibilities**

**Do you have unpaid responsibility for children as a parent / grandparent / guardian, etc.?**

☐ Children aged 0 to 4

☐ Children aged 5 to 10 (primary)

☐ Children aged 11 to 18 (secondary)

**Are you pregnant or have you given birth in the last 26 weeks?**

☐ Yes ☐ No

**Disability**

You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

**Do you consider yourself to be a disabled person?**

☐ Yes ☐ No

**If you have answered ‘yes’**, please tick the box(‘s) below that best describe your impairment. This information helps us improve access and remove barriers to our services.

☐ Hearing, e.g. profound to mild deafness

☐ Communication, e.g. speech

☐ Visual, e.g. blind or partial sighted

☐ Mobility or physical, e.g. walking, dexterity

☐ Long-term illness or health condition, e.g. cancer, HIV, diabetes, chronic heart disease, rheumatoid arthritis, chronic asthma

☐ Learning, e.g. Downs syndrome

☐ Developmental, e.g. Dyslexia

☐ Impaired memory / concentration or ability to understand, e.g. Stroke, dementia, head-injury

☐ Mental ill health, e.g. Bi polar disorders, schizophrenia, depression

☐ Other (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship Status**

☐ Civil partnership ☐ Married

☐ Co-habiting ☐ Single

☐ Other (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faith / Religion / Belief**

☐ No Religion

☐ Christian

☐ Buddhist ☐ Hindu

☐ Jewish ☐ Sikh

☐ Muslim

☐ Other (please state below)

**Sexual Orientation**

**Do you consider yourself to be?**

☐ Bisexual

☐ Gay man

☐ Lesbian / gay woman

☐ Heterosexual / straight

☐ Other (please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postcode**

(first part of code only, e.g. S1)

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**Residency**

**Are you a British / United Kingdom citizen?**

☐ Yes ☐ No

**Are you a national of another country?**

☐ EU National

☐ Other (please state below)

☐ Refugee ☐ Asylum Seeker

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**Employment Status**

☐ Student

☐ Employed / self-employed

☐ Employed fixed term

☐ Not employed and looking for work

☐ Not employed and not looking for work

☐ Apprenticeship scheme / training

☐ Retired

☐ Other (please state below)

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**Service Personnel and their Families**

Are you currently serving or a veteran in the UK Armed Forces? ☐ Yes ☐ No

Are you a member of a serviceman or women’s immediate family? ☐ Yes ☐ No

Are you a reservist or in part time service such as in the Territorial Army? ☐ Yes ☐ No

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**Please tell us any other considerations you would like us to know**

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Now please return this form with your application form to the HR team.

**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE**