

**STANDARD APPLICATION FORM**

The purpose of this form is to provide the College with a standardised set of information for all applicants for all positions in the College. This is the same for teaching and non-teaching staff and is a part of our strategy to recruit the best staff to the College.

Please complete all parts of this form. If you would like assistance in completing this form, please contact the College. We will be pleased to help you.

|  |  |
| --- | --- |
| **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** | **Telephone Numbers** |
|  | Day: |
|  | Evening: |
|  | Mobile: |
| **Post Code** | Email: |
| **National Insurance Number** |  |
| **For Teaching Posts Only – DfE Number** |  |
| **Please state if you are related to any existing employees or Governors of Ashville College** |  |

**SECTION 2. EDUCATION**

Give details of Secondary schools, colleges and universities attended with subjects, dates, results and qualifications obtained. Evidence of original certificates will be requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From****mm/yy** | **To****mm/yy** | **School/College/University** | **Qualifications** | **Date Awarded** |
|  |  |  |  |  |

**SECTION 3. EMPLOYMENT**

|  |
| --- |
| **Name and address of present/most recent employer:** |
| **Job Title:** | **Date of Appointment:****(month/year)** |
| **Present Salary: £****Allowances:**  | **Notice Period** |
| **Main duties & responsibilities:** |
| **Subjects taught (for Teaching posts only):** |
| **Extra-curricular activities and games (for Teaching posts only):** |

Please list all previous full time and part time work, including any periods of self-employment, starting with the most recent first. (Continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date From****mm/yy** | **Date To****mm/yy** | **Name & Address of Employer** | **Position held and brief details of duties** | **Reason for Leaving** |
|  |  |  |  |  |

**SECTION 4. REASON FOR APPLICATION**

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| --- |
| Please add below further details in support of your application. Please comment on your personal qualities and the experience you have which you feel is relevant the ethos of Ashville College and to this post in particular. Continue on a separate sheet if necessary. |
|  |

**SECTION 5. REFERENCES**

Please give details of referees. Continue on a separate sheet if necessary

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| AddressPostcode | AddressPostcode |
| Telephone No. |  | Telephone No. |  |
| Email |  | Email |  |
| Your connection with the above person |  | Your connection with the above person |  |
| May we contact this person if you are shortlisted?  | Yes/No\*\* Delete as appropriate | May we contact this person if you are shortlisted? | Yes/No\*\* Delete as appropriate |

|  |
| --- |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions 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)  |
| Have you been placed on the DBS children’s barred list or been subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council? | Yes/No\* |
| Do you have any relevant convictions, cautions, bind-overs, final warnings, or reprimands? | Yes/No\* |
| Are you subject to any pending criminal convictions, pending criminal damages or Court Hearings? | Yes/No\*\* Delete as appropriate |
| 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 before your appointment is confirmed. |

**SECTION 6. ELIGIBILITY TO WORK IN THE UK**

|  |  |
| --- | --- |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | Yes/No\* |
| If you are successful in your application would you require permission to work in the UK? | Yes/No\*\*Delete as appropriate |

**SECTION 7. 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. Your current passport,
2. Original certificates for all the qualifications listed here,
3. A utilities or credit card bill showing your name and address.

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

1. Your original birth certificate,
2. Your original marriage certificate,
3. Your driving licence.

We also need a document that shows your National Insurance Number.



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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 to provide the following information:

**Name**: ………………………….......……........ **Post applied for:** ………………….................

**Date:** .........……........……........

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 – please specify * Asian or Asian British : Indian : Pakistani : Bangladeshi : Any other Asian background -

 please specify* Black or Black British : Caribbean : African : Any other Black background – please

 specify* Chinese or Other ethnic group : Chinese : Any other ethnic group – please specify
 |

1. My sex is:

|  |  |
| --- | --- |
| * + Female
 | * + Male
 |

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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**Please note: This document will be kept separate from your application form and the information that you provide is kept strictly confidential and not disclosed to members of the recruitment panel.**