Pearson

**WELBECK - DSFC APPLICATION FORM**

**(Private & Confidential)**

**Please complete all sections of this form in full.**

* Pearson TQ takes every step to ensure that applicants are treated individually and fairly in line with Company policy and the College’s Recruitment Policy
* Pearson TQ and DSFC are ISO 9001 certified and Investors in People accredited.

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| **FOR OFFICE USE ONLY:** | | | | | | | | | | | | | | | | | |
| APPLICATION FOR THE POSITION OF: | | | | | |  | | | | | | | | | | | |
| Post Ref No: | | | | | |  | | | | | | | | | | | |
| Source of Application: | | | | | |  | | | | | | | | | | | |
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| **1. PERSONAL DETAILS** | | | | | | | | | | | | | | | | | |
| Surname: | | |  | | | | | | Previous Name(s): | | | |  | | | | |
| Forename(s): | | |  | | | | | | Title: | | | |  | | | | |
| Address: | | |  | | | | | | | | | | | | | | |
| Telephone number(s): | | | Home: | | | | Are you happy to be contacted on this? **Yes/No** | | | | | | | | | | |
| Work: | | | | Are you happy to be contacted on this? **Yes/No** | | | | | | | | | | |
| Mobile: | | | | Are you happy to be contacted on this? **Yes/No** | | | | | | | | | | |
| Email Address: | | |  | | | | | | | | | | | | | | |
| DfES Number:  (Teaching Staff) | | |  | | | | | | NI Number: | | | |  | | | | |
| * Are you legally entitled to work in the UK? **YES / NO** * Do you require a visa to work in the UK? **YES / NO** * If applicable, please give Work Permit No and date of expiry: **YES / NO** | | | | | | | | | | | | | | | | | |
| * Do you have a driving licence **YES / NO** * Do you have permanent use of a car/vehicle **YES / NO** * Do you have any Endorsements: **YES / NO**   If **YES** please give details and dates: | | | | | | | | | | | | | | | | | |
| Are you related to, or do you maintain a close relationship with, an existing employee or Governor of Welbeck DSFC?  **YES / NO**  If **YES**, please provide details: | | | | | | | | | | | | | | | | | |
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| **2. EDUCATION AND TRAINING** (Proof of qualifications will be required where applicable) | | | | | | | | | | | | | | | | | |
| **2.1 SECONDARY EDUCATION (from year 9) – please start with most recent** | | | | | | | | | | | | | | | | | |
| Name of  School/College | | | Dates of attendance: | | | Full/Part time | | | | Qualifications & Examinations: (including level and grades) | | | | | | | |
|  | | | From | | To |  | | | | Subject | | Result | | | Date | | Awarding Body |
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| **2.2 HIGHER EDUCATION (if applicable) – please start with most recent** | | | | | | | | | | | | | | | | | |
| Name of  College/University | | | Dates of attendance: | | | Full/Part time | | | | Qualifications & Examinations: (including level and grades) | | | | | | | |
|  | | | From | | To |  | | | | Subject | | Result | | | Date | | Awarding Body |
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| **2.3 OTHER Vocational Qualifications, Skills or Training (Full or Part Time)**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | | | | | | | |
| Name of  Organisation | | | Dates of attendance: | | | Full/Part time | | | | Qualifications & Examinations: (including level and grades) | | | | | | | |
|  | | | From | | To |  | | | | Subject | | Result | | | Date | | Awarding Body |
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| **2.4 MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** | | | | | | | | | | | | | | | | | |
| Name of  Professional Organisation | | | Dates of membership: | | | Relevance to current role and the position applied for | | | | | | | | | | | |
|  | | | From | | To |  | | | | | | | | | | | |
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| **3. EMPLOYMENT HISTORY** | | | | | | | | | | | | | | | | | |
| **3.1 CURRENT EMPLOYMENT (or most recent)** | | | | | | | | | | | | | | | | | |
| Post Title: | | |  | | | Date Appointed | | | | | | |  | | | | |
| Employer’s Name: | | |  | | | Date Employment ended: | | | | | | |  | | | | |
| Employer’s Address: | | |  | | | | | | | | | | | | | | |
| Subject(s) taught | | |  | | | Age Range: | | | | | | |  | | | | |
| Type of School: | | |  | | | No. on Roll: | | | | | | |  | | | | |
| Salary on Leaving: | | |  | | | Allowances and benefits: | | | | | | |  | | | | |
| Date Left  (if applicable): | | |  | | | Reason for Leaving: | | | | | | |  | | | | |
| Brief description of current role and responsibilities: | | | | | | | | | | | | | | | | | |
| Please state when you would be available to commence employment if you are offered the post: | | | | | | | | | | | | | | | | | |
| **3.2 EMPLOYMENT RECORD** (Beginning with your most recent employer)  Please give brief details of **all** full and part time work. Please continue on a separate sheet if necessary. We reserve the right to contact any previous employer to verify your employment. | | | | | | | | | | | | | | | | | |
| Date from | Date to | Employer’s name and address | | | | Full/Part time | | | | | Post | | Salary (inc allowances) | | | Reason for leaving | |
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| **4. INTERESTS** | | | | | | | | | | | | | | | | | |
| Please give details of any interests, hobbies or skills | | | | | | | | | | | | | | | | | |
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| **5. REFERENCES** (To be taken up prior to and/or in the event of a job offer) | | | | | | | | | | | | | | | | | |
| * Please supply the names and contact details of two people who we may contact for references. * One of these must be your current or most recent employer; if this is/was an educational establishment then this should be the Head or Principal. * If your current/most recent employment does not/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children if at all possible. * Neither referee should be a relative or someone known to you solely as a friend. * The College will normally take up references prior to interview for all teaching posts. * Please note that referees should normally be from different schools or establishments. If this is not possible then a third referee should be included who is from a different establishment. * Confirmation of appointment is subject to acceptable references. | | | | | | | | | | | | | | | | | |
| Referee 1 | | | |  | | | | Referee 2 | | | | | |  | | | |
| Name: | | | |  | | | | Name: | | | | | |  | | | |
| Occupation: | | | |  | | | | Occupation: | | | | | |  | | | |
| Organisation: | | | |  | | | | Organisation: | | | | | |  | | | |
| Job Title: | | | |  | | | | Job Title: | | | | | |  | | | |
| Address: | | | |  | | | | Address: | | | | | |  | | | |
| Contact Number | | | |  | | | | Contact Number: | | | | | |  | | | |
| Email Address | | | |  | | | | Email Address: | | | | | |  | | | |
| Relationship to Applicant: | | | |  | | | | Relationship to Applicant: | | | | | |  | | | |
| Referee 3 | | | |  | | | |  | | | | |  | | | | |
| Name: | | | |  | | | |  | | | | |  | | | | |
| Occupation: | | | |  | | | |  | | | | |  | | | | |
| Organisation: | | | |  | | | |  | | | | |  | | | | |
| Job Title: | | | |  | | | |  | | | | |  | | | | |
| Address: | | | |  | | | |  | | | | |  | | | | |
| Contact Number | | | |  | | | |  | | | | |  | | | | |
| Email Address | | | |  | | | |  | | | | |  | | | | |
| Relationship to Applicant: | | | |  | | | |  | | | | |  | | | | |
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| **6. DISABILITY/HEALTH CONDITIONS** | | | | | | | | | | | | | | | | | |
| Do you require any special arrangements to be made for your interview on account of a disability?  **YES / NO**  If “**YES**”, please give brief details of the effects of your disability on your day-to-day activities and any other information you feel would help us to accommodate your needs during your interview and therefore meet our obligations under the Equality Act 2010. | | | | | | | | | | | | | | | | | |
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| **7. CRIMINAL RECORDS** | | | | | | | | | | | | | | | | | |
| An offer of employment is conditional upon the College receiving a satisfactory Enhanced Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.  The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly and objectively by the College.   * Have you been convicted by the courts of any criminal offence? **YES / NO** * Is there any relevant court action pending against you? **YES / NO**      * Have you ever received a caution, reprimand or final warning from the police? **YES / NO**   If you have answered **“YES”** to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. | | | | | | | | | | | | | | | | | |
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| **8. DATA PROTECTION ACT** | | | | | | | | | | | | | | | | | |
| The information on this form will be treated in the strictest of confidence and used for the purposes of selection for interview and, if employed, used as a basis for your personal file and for security.    When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including information you consider to be personal and sensitive, if your application is unsuccessful the form will be held for up to 6 months and then destroyed. | | | | | | | | | | | | | | | | | |
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| **9. RECRUITMENT** | | | | | | | | | | | | | | | | | |
| It is the College’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the College are subject to a probationary period. The 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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| **10. HOW DID YOU BECOME AWARE OF THIS VACANCY?** | | | | | | | | | | | | | | | | | |
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| **11. DECLARATION** | | | | | | | | | | | | | | | | | |
| * I confirm that to the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the College processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. * I will declare any relationships with employees or governors at the College.   Signature: ………………………………………………… Date: ……………………………  **When completed, please return with covering letter and curriculum vitae:**   * **by email to** [**rachel.sykes@dsfc.ac.uk**](mailto:rachel.sykes@dsfc.ac.uk%20) * **or post to: HR Department, Welbeck DSFC, Forest Road, Woodhouse, Loughborough, Leicestershire LE12 8WD**   *Welbeck – The Defence Sixth Form College is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to checks by the Disclosure and Barring Service.* | | | | | | | | | | | | | | | | | |