

APPLICATION FORM - SUPPORT

HOW TO COMPLETE THIS FORM

- Do not change or re-format any parts of this application form.
- Refer to the Job Description/Person Specification.
- Please complete all sections in full.
- Please indicate any selection boxes with an **X**
- Continue on a separate sheet if you do not have enough room for your answers.
- Applicants are required to complete the Equal Opportunities section (pages 8-9)
- Applications received after the closing date will not normally be considered.

All employees have a responsibility for and are committed to safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm. If successful, you will be subject to a disclosure and barring service check.

Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful.

Thank you for your interest in working at our college.

Please email your completed form to:

People Services Department email address: peopleservices@shc.ac.uk

Position applied for:			
Where did you hear about this vacancy?			
Are you related to any elected Councillor, School Governor or employee at Shooters Hill Sixth Form College?			
Personal Information			
Full Name:			
Full Address:			
Phone Number:			
Email Address:			
Date of Birth:			
Are you eligible to work in the UK? <i>Please note that we are unable to sponsor visas for overseas workers</i>			
National Insurance Number:			
Employment Information			
Current or most recent employer name:			
Date employment started:		Notice period:	
Position held:			
Reason for leaving:			
Salary:		FTE or % part time:	
Previous Employment Information			
Previous employer name:			
Dates of employment:	Start Date:	End Date:	
Position held:			
Reason for leaving:			
Previous employer name:			
Dates of employment:	Start Date:	End Date:	
Position held:			
Reason for leaving:			

Previous employer name:		
Dates of employment:	Start Date:	End Date:
Position held:		
Reason for leaving:		
Previous employer name:		
Dates of employment:	Start Date:	End Date:
Position held:		
Reason for leaving:		
Education History (most recent first)		
Organisation name:		
Dates attended:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Organisation name:		
Dates attended:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Subject & Grade obtained:		
Training and Development Courses Completed (relevant to post applied for)		
Course name:		

The selection panel will make the decision to shortlist based on the evidence you provide in support of your application aligned to the Job Description and Person Specification.

Personal Statement (type below – Maximum 2 ½ pages)	

References

Please provide names and addresses of two professional referees who can provide use with a reference for the past five years of your employment. One of these must be your current employer or most recent employer.

Referees must not be friends or relations of yours. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.

First Referee (Most recent or last employer)

Full name:	
Position in organisation:	
Business address:	
Phone number:	
Email address:	
Relationship to applicant:	

Second Referee (Professional capacity)

Full name:	
Position in organisation:	
Business address:	
Phone number:	
Email address:	
Relationship to applicant:	

Shortlisted Applicants: Please note that, in line with Safer Recruitment guidance, references will be automatically requested at the same time as the invitation to interview to be available for the panel at interview stage. It is possible that previous employers may be approached for information to verify experience or qualifications before interview.

EQUAL OPPORTUNITIES MONITORING INFORMATION

Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

As an equal opportunities employer, we welcome applications from suitably skilled women and men irrespective of their ethnic origin, disability, sexuality, age or religion.

Shooters Hill Sixth Form College wishes to ensure there is genuine equality of opportunity in employment. It is collecting the following information to monitor the effectiveness of its equality initiatives. This information will be held by People Services within the college and not seen by the Appointment Panel.

Position applied for:	
------------------------------	--

Age: What is your age?	Tick which applies to you in each category
19 or under	
20 - 29	
30 - 39	
40 - 49	
50 - 59	
60 - 69	
70+	
Prefer not to say	

Disability: Do you have a disability, impairment or health condition which affects your day-to-day activities?

Yes	
No	
Prefer not to say	

The information in this form is for monitoring purposes only. If you believe you need a reasonable adjustment, then please discuss this with the People Services team if you are selected for interview.

Ethnicity: What is your ethnicity? This may be different to your nationality, place of birth or citizenship

Asian / Asian British - Any Other	
Asian / Asian British - Bangladeshi	
Asian / Asian British - Chinese	
Asian / Asian British - Indian	
Asian / Asian British - Pakistani	
Black / African / Caribbean / Black British - African	
Black / African / Caribbean / Black British - Any Other	

Black / African / Caribbean / Black British - Caribbean	
Mixed / Multiple Ethnic Groups - Any Other	
Mixed / Multiple Ethnic Groups - White and Asian	
Mixed / Multiple Ethnic Groups - White and Black African	
Mixed / Multiple Ethnic Groups - White and Black Caribbean	
Other Ethnic Group - Any Other	
Other Ethnic Group - Arab	
Prefer Not to Say	
White - Any Other	
White - English / Welsh / Scottish / Northern Irish / British	
White - Gypsy or Irish Traveller	
White - Irish	

Religion or belief: What is your religion or belief?

Any Other Religion	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
No Religion or Belief	
Prefer Not to Say	
Sikh	

Sexual Orientation:

Bisexual	
Gay Man	
Gay Woman / Lesbian	
Heterosexual / Straight	
Prefer to self-describe, please say how	
Prefer Not to Say	

DECLARATION

I hereby declare that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on the barred list and am not subject to sanctions imposed by a regulatory body e.g. the National College for Teaching and Leadership. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 2018

Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice and possible referral to the police.

Shooters Hill Sixth Form College is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

By submitting an email application, I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice or in some circumstances legal action taken against me.