**APPLICATION FORM**

**Sir John Deane’s is an outstanding Sixth Form College committed to excellence, integrity and compassion in all we strive to achieve.**

All information in this application will be treated as confidential.

PLEASE PRINT CLEARLY IN BLACK INK

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| POSITION APPLIED FOR: |  |
| AS ADVERTISED IN: |  |

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| 1. PERSONAL DETAILS | |
| Surname\*:  Previous Surname: | First Name\*: |
| Address for correspondence\*: | Home telephone number:  Mobile telephone number\*:  E-mail address\*:  Work telephone number:  May we telephone you at work? Yes/No |
| DfE Number\*: | Membership of professional body: |
| NI Number\*: | If you are not a UK national, do you have a valid work permit? \* Yes/No |

\* must be completed

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| 2. EDUCATIONAL QUALIFICATIONS  Please give details of your education, listing secondary schools, colleges and universities attended. Evidence of qualifications will be required (continue on a separate sheet if necessary) | | | | | | | |
| General Education  From To | | School, College or University | | Examinations taken or to be taken (with dates) | | Qualifications obtained (include grade and/or class of degree) | |
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| 3. TEACHING QUALIFICATIONS | | | | | | | |
| Examining Body/Institution | | | Qualification Awarded | | Grade/Level Awarded | | Date Awarded |
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| 4. CONTINUING PROFESSIONAL DEVELOPMENT  Please give details of relevant courses attended or professional training received in the last three years | |
| Course | Date |

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| 5. EMPLOYMENT HISTORY  Current Employment | | | | | | | |
| Name and address of current employer: | | | | | | | |
| Position Held | | Start Date | Length of notice required | | Current Salary | | Reason for Leaving |
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| Please give brief description of your duties and responsibilities | | | | | | | |
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| Previous Employment (continue on a separate sheet if necessary) | | | | | | | |
| Date From/To | Organisation | | | Position | | Reason for Leaving | |
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| Details of any unpaid employment or activities which may be relevant to the post | | | | | | | |
| 6. SUPPORTING STATEMENT  Please outline how your education, skills and experiences will contribute to you successfully undertaking this post. Please include information about your personal drive, mission and ethos (continue on a separate sheet if necessary) | | | | | | | |
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| 7. REFERENCES  Please provide details of two referees who can be contacted to support your application. The first referee should be your current (or most recent) employer. If your most recent employment does not involve working with children or young people, you should also give your most recent employer, who can provide information on your work with children or young people. References will not be accepted from relatives or from people writing solely in the capacity of friends. | |
| **Referee 1**  Name:  Position:  Address:  Tel:  Email:  Please state whether we are able to take up this reference prior to interview:  Yes/No | **Referee 2**  Name:  Position:  Address:  Tel:  Email:  Please state whether we are able to take up this reference prior to interview:  Yes/No |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEWLY QUALIFIED TEACHERS – Please attach a copy of the report from your teaching placement in lieu of this information**

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| Year | Level/Syllabus | Group Size | A/Distinction | B/Merit | C/Pass | D | E | Comments on general ability of the group/value added information |
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I certify that the information contained in this form is a correct record and understand that falsification of any details would lead to my application/appointment being revoked. I give my permission to any information contained herein, together with supplementary documentation provided by me as part of my application, being processed in accordance with the data protection regulations currently in force.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

**Upon receipt, this part of the form will be separated from your application before short listing takes place.**

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| 8. POLICY ON THE EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD |
| You are advised that the post for which you are applying will be subject to an enhanced Criminal Records Bureau Disclosure. The College will assess the relevance of any criminal record and having ‘spent’ or ‘unspent’ convictions will not necessarily bar an individual from employment. This will depend upon the relevance and circumstances relating to the offence and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure application forms will be held for a period of six months after receipt from the CRB and will be destroyed thereafter.  **REHABILITATION OF OFFENDERS ACT 1974**  The nature of this post means that you are exempt from Section 4(2) of the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act. If you are appointed to the post, any failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.  If you have declared any previous criminal conviction, cautions or reprimands, these may be discussed with you prior to a decision being taken on your appointment.  A criminal record will not automatically prevent anyone from employment with Sir John Deane’s Sixth Form College. You should also be aware that your referee can be informed that they can disclose any conviction they consider relevant. |

(Please tick appropriate boxes)

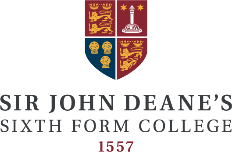
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| Have you ever been convicted of any offence in a Court of Law or received any bind-overs or cautions from the police? | Yes |  | No |  |
| Have you ever been included on the DfES List 99? | Yes |  | No |  |
| Have you ever been disqualified from working with children? | Yes |  | No |  |
| Have you ever been or are currently subject to sanctions imposed by a Regulatory body, e.g. The General Teaching Council? | Yes |  | No |  |

If you have answered Yes to any of the above questions, please give brief details and dates of any offences below (or if insufficient space continue on a separate sheet of paper)

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| 9. SUCCESSFUL CANDIDATE |
| The successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination. |
| 10. EMPLOYMENT DECLARATION |
| Have you left any previous job for the reason of early retirement/voluntary redundancy? Yes/No  If yes, please provide details |
| Have you ever been dismissed from any previous employment on the grounds of  misconduct or incapability? Yes/No  If yes, please give details |
| Have you ever worked for or applied to Sir John Deane’s Sixth Form College before? Yes/No  If yes, please provide details including positions applied for and dates |
| Do you know any member of the College’s Governing Body or a member of staff? Yes/No  If yes, please state name(s)  Canvassing by or on behalf of applicants will lead to immediate disqualification |
| 11. INFORMATION FOR CANDIDATES  Please read carefully the information for candidates outlined below and ensure the application form is signed. Further information regarding the Sixth Form College can be found on our website at www.sjd.ac.uk |
| 1. Completed application forms and a letter of application should be addressed to: The Personnel Department, Sir John Deane’s Sixth Form College, Monarch Drive, Northwich, CW9 8AF. A curriculum vitae will only be accepted in addition to an application form. 2. We regret that, due to the high volume of interest in posts at Sir John Deane’s Sixth Form College, we are unable to contact all candidates directly. You will therefore receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful. 3. If you wish to make further enquiries regarding your application or the position, please telephone the Personnel Department 01606 810034 (Main Reception 01606 810020). 4. The College operates an equality and diversity policy, is committed to equal opportunities and positively welcomes applications from every section of the community. All candidates are requested to complete and return the enclosed equality and diversity form. This information is used for equality and diversity monitoring only. 5. If you are selected for interview and you have a disability, we will discuss any reasonable adjustments with you at the interview stage. |
| 12. All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Sir John Deane’s reserves the right to recover from the applicant any costs incurred as a result of the employment of an applicant who has submitted an application form containing false claims. |

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| 13. DATA PROTECTION (in accordance with the Data Protection Act 1998)  I agree to Sir John Deane’s Sixth Form College processing the personal data provided in the application form and other relevant data which the College may obtain from me or other people whilst I am an employee. I agree to the processing of such data for any purposes connected with my employment or for any other legitimate purposes. | |
| 14. DECLARATION  I certify that to the best of my knowledge the information given in this application is factually correct and I understand that discovery of any false information may, in the event of my employment, result in dismissal or disciplinary action by the College. I understand that should my employment begin before my references and police clearance have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice. | |
| Name: | |
| Signed: | Date: |

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**EQUAL OPPORTUNITIES MONITORING**

Legislation requires the College to gather information about job applicants regarding their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation and marriage and civil partnership.

The term “equality monitoring” describes the process used to gather, store and analyse this

information, which is used to improve our services, policies and procedures. Monitoring this data helps us to understand if our recruitment and selection policies and practices are fair and objective to everyone and that we are attracting applications from the widest range of candidates.

Equality monitoring information helps us to understand the types of people who are applying for jobs and what happens to them in the selection process. As a public sector organisation the College is required to take steps and aims to promote equality of opportunity and combat discrimination.

We value diversity and want to maintain a workforce that has a wide range of skills, qualifications and experiences. All job applicants will be asked for the same equality monitoring information. This information does **not** form any part of your application and is removed from your application form before submission to the short-listing stage. Each applicant is considered on their merit against the person specification. This information is covered by the rules and regulations of the Data Protection Act 1998.

We never use this information to identify individuals and use it for statistical purposes only.

Contact the Personnel department for further information and enquiries: Telephone 01606 810020 or email: [personnel@sjd.ac.uk](mailto:personnel@sjd.ac.uk)

Please complete the following form and return it with your completed application form.

By completing this form you are consenting to the use of this information for equality monitoring purposes. This information will be kept confidential.

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| **Please fill in the details required and/or tick the appropriate boxes** |
| **Post Applied for:**  **Where did you hear about this job:** |

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| **Gender**  (If you are undergoing gender reassignment, use the gender identity you intend to acquire) | | | |
| Male |  | Female |  |
| Prefer not to say |  | Intersex/Other |  |

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| **Age** | |
| Age: | Date of birth: |

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| **Disability**  The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”. An effect is long-term if it has lasted, or is likely to last, more than 12 months  Do you consider that you have a disability under the Equality Act? | | | |
| Yes |  | No |  |
| Used to have a disability but now recovered |  | Don’t know |  |
| Prefer not to say |  |  |  |

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| **Ethnicity**  How would you describe your nationality and ethnicity? | | | | | |
| **White** | | **Black** | | **Chinese or Other Ethnic Group** | |
| White – British |  | Black African |  | Chinese |  |
| White – Irish |  | Black Caribbean |  | Other Ethnic Group |  |
| Other White |  | Other Black |  |  |  |
| **Mixed** | | **Asian or Asian British** | | **Prefer not to say** |  |
| White and Asian |  | Bangladeshi |  |  |  |
| White and Black African |  | Indian |  |  |  |
| White and Black Caribbean |  | Pakistani |  |  |  |
| Other Mixed |  | Other Asian |  |  |  |

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| **Religion**  Please describe your religion or other strongly-held belief | | | |
| I would describe my religion or belief as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| I have no particular religion or belief |  | Prefer not to say |  |

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| **Sexual Orientation**  How would you describe your sexual orientation? | | | | | |
| Heterosexual |  | Gay Man |  | Prefer not to say |  |
| Bisexual |  | Gay Woman/ Lesbian |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **Marriage or Civil Partnership**  How would you describe your marital status? | | | |
| Single |  | Civil Partnership |  |
| Married |  | Prefer not to say |  |