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**Wyke Sixth Form College**

**Bricknell Avenue**

**Hull, HU5 4NT**

**Tel: 01482 346347**

**www.wyke.ac.uk**

**APPLICATION FOR THE POST OF: Enrichment Coordinator**

### PERSONAL DETAILS

|  |  |
| --- | --- |
| **TITLE:**  **SURNAME:**  **FIRST NAME(S):** | **ADDRESS:**  **POSTCODE:** |
| **NATIONAL INSURANCE NO:**  **DfES No:**  **(Teaching staff only)** | **TEL (WORK):**  **TEL (HOME):**  **TEL (MOBILE):**  **Email address:** |

### EDUCATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools, Colleges, Universities Attended**  **(Most recent first)** | **From** | **To** | **Details of Exams taken and grade(s)** |
|  |  |  |  |

## PROFESSIONAL / FURTHER QUALIFICATIONS AND ACTIVITIES

|  |
| --- |
| NAME OF PROFESSIONAL BODY GRADE DATE |

### CURRENT EMPLOYMENT DETAILS

|  |  |
| --- | --- |
| Name & Address of Present EmployerCurrent Salary: £ | **Start date:**  **Job Title:**  **Full / Part time\*** (\*please delete as applicable)  If part-time, please state number of hours & days you currently work:  **Reason for leaving:** |
| **Please give details of your current responsibilities and duties :** (continue on a separate sheet if necessary) | |

### PREVIOUS EMPLOYMENT (most recent first - please account for any gaps in employment)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title Of Post Held**  **Summary of duties**  **and reason for leaving** | **Full time/part time?** | **Employer’s Name & Address** | **Salary** | **From** | **To** |
|  |  |  |  |  |  |

**EXPERIENCE AND OTHER INFORMATION**

Please give details of why you are applying for this role and other skills, experience and interests which you possess which you consider relevant. Include any specialist work undertaken, any relevant training courses and the personal qualities which make you suitable for this employment. Please attach a separate sheet if necessary.

|  |  |
| --- | --- |
| **Period of notice required by present employer:** |  |
| **Please state explicity the preferred hours and working pattern including the minimum/maximum you are able to do.**  **(Full time or part, full year or term time plus 2 weeks)** |  |
| **Please state where you saw this vacancy advertised:** |  |
| **Please name any college employees with whom you have a close relationship:** |  |
| **Do you hold a full driving licence?**  **Do you have access to an efficient method of transport to use on College business if necessary?** | **Yes / No** Yes / No |

**Please give names, addresses and status of two employment referees, one of whom should be your present or most recent employer. If you do not currently work with children or vulnerable adults but have done so in the past, you must provide a reference from your most recent employer who employed you to work with children or vulnerable adults. (If relevant for the job you are applying).**

**It is College policy to take up references for shortlisted candidates before interview. If you do not wish us to do this please tick the box.**

|  |  |
| --- | --- |
| **Name:**  **Position and relationship to you:**  **Address:**  **Email:**  **Tel no:** | **Name:**  **Position and relationship to you:**  **Address:**  **Email:**  **Tel no:** |

This application will be treated in the strictest confidence.

In submitting this application (whether signed or not) you certify that the contents are, to the best of your knowledge and belief, a true statement. Any false statement or withholding of relevant information may result in dismissal or the withdrawal of an offer of employment. Any offer of employment to this post will be subject to receipt of satisfactory pre-employment checks including a Disclosure from the Disclosure and Barring Service.

From time to time the information contained in this application may be processed for the purposes of monitoring and statistical analysis, including the processing of sensitive personal data as defined in the General Data Protection Regulations. In applying for this post you are giving consent to that process. This information may be retained by the College for a period of 12 months. For our privacy statement detailing your rights in relation to data protection, please see our website.

Signature of applicant: ………………………………………………………………. Date: ……………………………………

Please return this application to:

[personnel@wyke.ac.uk](mailto:personnel@wyke.ac.uk) or H. R. Manager, Wyke Sixth Form College, Bricknell Avenue, HULL. HU5 4NT

The closing date for received applications is: **9a.m. on Monday 25th February 2019.**

### Wyke6thForm_Mono

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### CRIMINAL RECORD INFORMATION

Criminal record information is required for all persons applying to work within the College.

If you have a criminal record, this does not mean that the College will automatically refuse to employ you.

The criminal record information you are required to provide is **not** used for shortlisting purposes. If you are shortlisted for interview your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. The nature and seriousness of any offences, how long ago they occurred and their relevance to the duties of the post for which you are applying will all be taken into account before a decision is made as to whether your criminal record information makes you unsuitable for that particular post. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or dismissal.

**What information does the College require?**

Under the Rehabilitation of Offenders Act 1974 (ROA), as amended, you only have to declare unspent convictions, unless the post for which you are applying is an exception. If the post is an exception, you are required to give full details of **everything** on your criminal record.

Posts at the College are an exception and you are, therefore, required to provide (on the attached Criminal Record Declaration Form) full details of everything on your criminal record – spent, current or pending (if applicable). If you are offered the post, this will be subject to the College obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS) – a form will be sent with your offer letter. The DBS have a Code of Practice which is available on request.

Upon completion and processing of the form, the DBS will send you a copy of the outcome of your Disclosure application. This will give details of everything on your criminal record (if applicable) including cautions, reprimands, final warnings, convictions and any other information and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults. The College must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

If you have any queries regarding the completion of this form, please contact the Personnel Manager, Wyke College.

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**DECLARATION OF CRIMINAL RECORD**

|  |  |
| --- | --- |
| **Position Applied For:** |  |

As stated, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record.

Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview.

It is also an offence for people convicted of offences, as detailed in the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, to apply for work with young people.

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note: that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record must be disclosed). | | |
| Yes (see below) ❒ | No ❒ | |
| If you have answered yes, please give details of offences, penalties and dates | | |
|  | | |
| Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? | | |
| Yes (see below) ❒ | No ❒ | |
| If you have answered yes, please give details | | |
|  | | |
| Are you barred from working with children, young people or vulnerable adults by the Independent Safeguarding Authority or any other agency or subject to santions imposed by a regulatory body? | | |
| Yes ❒ | No ❒ | |
| If you have answered yes, please give details | | |
|  | | |
| Signed: | | Date: |

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**EQUAL OPPORTUNITIES STATEMENT**

Wyke Sixth Form College is committed to the principle of equality of opportunity in relation to all potential and actual students and staff. The College recognises that every person is an individual and it is appropriate to respond to their different needs and circumstances in different ways. However, discrimination, deliberate or unintentional, on such grounds as gender, race, marital or civil partnership status, disability, sexual orientation, transexualism, religion or belief, age, or pregnancy or maternity must be avoided. (It should be noted that this list is not exhaustive and other grounds can be added if appropriate).

There is an Equal Opportunities Group, members of which can be approached to give guidance to those wanting to promote this policy and also to any student or member of staff who feels that any form of discrimination is taking place within the college. Students may also use the usual channels - through tutors, subject teachers and the Senior Tutor responsible for Equality and Diversity. All approaches are treated in strict confidence and taken seriously. A grievance procedure is available if required.

To assist the monitoring of this policy would you please complete the form below, and return with your completed application, to the address shown on the information sent with the application form. This information will remain confidential and will not be part of the selection process.

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**EQUAL OPPORTUNITIES MONITORING FORM**

(THIS FORM IS NOT PART OF THE SELECTION PROCESS)

|  |  |
| --- | --- |
| **First Name(s):** | **Surname:** |
| **Post applied for:** | |

Please mark the appropriate box.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **My Ethnic Origin is:** | |  | **I am aged:** | |  | **My Religion/Belief is:** | |
| Black African |  | Under 25 |  | Christian |  |
| Black Caribbean |  | 25 - 34 |  | Muslim |  |
| Black Other |  | 35 - 44 |  | Jewish |  |
| Indian |  | 45 - 54 |  | Hindu |  |
| Pakistani |  | 55 - 64 |  | Sikh |  |
| Bangladeshi |  | 65 or over |  | Buddhist |  |
| Chinese |  |  | | | No religion |  |
| White British |  | Other (please specify): | |
| Other White |  |
| Other (please specify): | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **My Gender is:** | |  | **I am:** | |  | **Disablement - I am:** | |
| Female |  | Transgender |  | Disabled\* |  |
| Male |  | Not transgender |  | Not Disabled |  |

\* A disability is defined in the Single Equality Act 2010 as a physical or mental impairment which has substantial and long term effects on your ability to carry out normal day to day activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **My Sexuality is:** | |  | **My Marital Status is:** | |
| Heterosexual |  | Single |  |
| Homosexual |  | Married/Civil Partner |  |
| Bisexual |  | Divorced |  |
| Other (please specify): | | Widowed |  |
| Partner |  |

|  |  |
| --- | --- |
| To avoid any hint of discrimination, we ask all applicants to complete the following information: | |
| I am a citizen of the United Kingdom or European Union | Yes / No (Please delete as appropriate)  (If an EU citizen, please state your nationality)  Nationality: |
| If no, please state whether you have valid permission to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. | I am entitled to work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.  Yes / No (please delete as appropriate) |