St. John Rigby College

Application for Employment

|  |  |
| --- | --- |
| **Post Applied For** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS**  Personal information will not be made available to those involved in the shortlisting process. | | | | | |
| **Surname** |  | | **Title** | |  |
| **Forename(s)** |  | | | | |
| **Previous Surname(s)** |  | **Date of Birth** | |  | |
| **N.I. Number** |  | **DFES Number** | |  | |
| **Address** |  | | | | |
| **Postcode** |  | **Email address** | |  | |
| **Telephone (home)** |  | **Telephone (mobile)** | |  | |
|  | | | | | |
| **REFEREES** | | | | | |
| Please give the names and addresses of two people, one from your current employer and one from your last employer, who can be consulted regarding your suitability for the post. References will normally be taken up prior to the interview. Please indicate if you do not want either reference to be taken up at this stage. | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address** | | | **Name and Address** | | |
|  | | |  | | |
| **Email address** |  | | **Email address** |  | |
| **Contact before interview Yes / No** | | | **Contact before interview Yes / No** | | |
| **Telephone No** |  | | **Telephone No** |  | |
| **Occupation** |  | | **Occupation** |  | |
| **Are you related to, or have a close relationship with a member of staff or Governor of the College?** | | | | **Yes** | **No** |
| If Yes, please state to whom and how you are related | |  | | | |

|  |  |  |
| --- | --- | --- |
| **Have you ever been dismissed from any previous employment due to misconduct or incapability?** | **Yes** | **No** |
| If yes, please give details | | |

**Surname** **………………………………………………………………………………………………………………………. Our Reference**…………………..

|  |  |
| --- | --- |
| **Post Applied For** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING**  **Please list in chronological order details of your education, listing all secondary schools, colleges and universities attended. You should include all subjects studied and grades obtained from the age of sixteen. Evidence of these qualifications will be required at interview.** | | | | |
| **Establishment Name** | **From** | **To** | **Subjects and Grades** | **Awarding Body** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **TEACHING / EDUCATION MANAGEMENT EXPERIENCE**  **Please tell us about your work history, starting with your present or most recent employment, including any part-time, casual or voluntary work.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT EMPLOYMENT** | | | |
| **Employer** |  | **Position** |  |
| **Start Date** |  | **Salary** |  |
| **Hours per week** |  | **Notice Period** |  |
| **Description of Duties** |  | | |
| **Reason for Leaving** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS TEACHING POSTS** | | | | | |
| **Employer** | **Position** | **State subjects and levels taught, any management responsibility and reason for leaving** | **Hours per week** | **From / To**  **(Month and Year)** | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS NON -TEACHING POSTS** | | | | | |
| **Employer** | **Position** | **Experience gained and reason for leaving** | **Hours per week** | **From / To**  **(Month and Year)** | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VOLUNTARY WORK** | | | | | |
| **Organisation** | **Role** | **Experience gained** | **Hours per week** | **From / To**  **(Month and Year)** | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Please list details of any research experience, publications, examining for awarding bodies or memberships of professional bodies relevant to this post.** |
|  |

|  |
| --- |
| **Please give details of any time not accounted for elsewhere on this application form** |
|  |

|  |
| --- |
| **SUPPORTING STATEMENT** |
| **You should include a statement in support of your application, indicating how you meet the criteria outlined in the person specification. You should include this as a separate statement which should be no more than two sides of A4 in length. Please ensure that this statement is attached securely to your application.** |

**Surname** ………………………………………………………………………………………………………………………….. **Our Reference**…………………..

|  |
| --- |
| **OTHER INFORMATION** |
| This section will be separated from your application on receipt and kept securely during the recruitment process. It will not be seen by the staff responsible for shortlisting. |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.  Yes No  If you have answered ‘Yes’ to the above question, you will be asked to provide further information, which will include spent convictions, if shortlisted for interview.  You are advised that the post for which you are applying will be subject to full Disclosure and Barring Service check or, if applicable, a DBS Status Check and any offer of appointment will be subject to verification of an individual’s criminal record and other Disclosure information, which is deemed satisfactory by the Principal (or Chair of Governors for appointment to designated senior posts). 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/information and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure forms will be held for a period of six months after receipt from the DBS and will be destroyed thereafter. |

|  |
| --- |
| **DECLARATION** |
| Providing false information is an offence and could result in the application being rejected, or employment terminated, if the applicant has been appointed, and possible referral to the police.  I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that my statement is false or misleading or that I have withheld relevant information, my application may be dismissed. I hereby give my consent to the College processing the data supplied on this application form for the purpose for which it has been collected.  **Signed Name**  **Post applied for Date** |

|  |
| --- |
| **EXAMINATION RESULTS** |
| **All experienced teachers, those not in their first year of teaching, must include all examination success, value added and retention rates for all examination classes taught for the last three academic years.** |

**GCSE, AS and A2 RESULTS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course and Level** | **Year** | **Group Size** | **Retention Rate** | **%**  **A/B** | **%**  **A-E** | **Value Added Band** | **ALPs / ALIS** | **Any other relevant information about this group** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Further information in support of examination results

**Signed ……………………………………………………………………………………………………….(NAME)……………………………………………………………**

**FOR TEACHING STAFF ONLY**

**BTEC RESULTS**

Please fill in the details of class results taught by you in the past three years.

For column 1, give the year of qualification, i.e. 2014

For column 2, use C=Certificate, SD=Subsidiary Diploma, D=Diploma, ED=Extended Diploma

For column 3, use level 1, 2 or 3.

For grades achieved, give percentage of high grades and percentage pass rate.

High grades include any student gaining a distinction in the final grade.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **Group Size** | **% High Grades** | **% Pass Rate** | **Any other relevant information about this group** |
| **Year** | **Group** | **Level** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Further information in support of examination results

**Signed ……………………………………………………………………………………………………….(NAME)……………………………………………………………**



**EQUAL OPPORTUNITIES**

**MONITORING FORM**

At St John Rigby College we recognise the potential to transform people’s lives and welcome a diverse range of students and staff to the College community. We embrace the challenge to make a positive difference to the culture of the College and beyond, where opportunities to excel are available to all. We continue to strive to create a College that is inclusive at all levels and in every system and process. Our vision for diversity remains as clear and consistent as always: to become a motivated and diverse College community, where staff and students demand the highest standards from each other and work together to maximize the benefits of difference.

Our ‘Excellence through Inclusion’ equality strategy enables us to continue to take a long term strategic approach to diversity and inclusion, whilst retaining the ability to deliver focused actions to improve the experience and perceptions of specific diverse groups.

This strategic document is our response to the Equality Act 2010 and ensures that St John Rigby College complies with the principles and requirements of the Equality Act 2010.

In order to ensure the effectiveness of our policy, in relation to our recruitment and selection of staff, all applicants are requested to complete this form.

|  |  |
| --- | --- |
| **Name of Applicant** | **Position applied for** |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** | | | | **Marital Status** | | | |
| Male |  | Female |  | Single |  | Married / Civil Partnership |  |
| Divorced |  | Widowed |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth** | **Age** | | | | | | |
|  | 16-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-64 | Over 65 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nationality** | | **Ethnic Origin** | | **Religion** | | **Sexual Orientation** | |
|  | African |  | Asian or Asian British – Bangladeshi |  | Christian – Catholic |  | Bisexual |
|  | American |  | Asian or Asian British – Indian |  | Christian – Other Denomination |  | Gay |
|  | Asian or Asian British - any other Asian |  | Asian or Asian British - Pakistani |  | Buddhist |  | Heterosexual |
|  | Bangladeshi |  | Asian or Asian British - any other Asian background |  | Muslim |  | Lesbian |
|  | British |  | Black or Black British – African |  | Jewish |  | Prefer not to say |
|  | Caribbean |  | Black or Black British – Caribbean |  | Sikh |  | |
|  | Chinese |  | Black or Black British - any other Black background |  | Hindu |
|  | French |  | Chinese |  | No Religion |
|  | German |  | Mixed - White and Asian |  | Prefer not to disclose |
|  | Indian |  | Mixed - White and Black Caribbean |  | Other |
|  | Irish |  | Mixed - any other Mixed background |  | |
|  | Italian |  | White – British |
|  | Jamaican |  | White – Irish |
|  | Moroccan |  | White - any other White background |
|  | Pakistani |  |  |
|  | Spanish |  |
|  | White any other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability** | | | |
| Definition of Disability - The Equality Act 2010 defines 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.' Long  term, in this context, means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.  We are committed to the employment and career development of people with disabilities. To demonstrate our commitment, we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the criteria for the post. | | | |
| Do you have a disability as defined by the Equality Act? | | | |
| Yes |  | No |  |
| If you have answered Yes to the above question: | | | |
| Please let us know if there are any reasonable adjustments we need to consider making if you are invited to interview for this post, for example access to interview rooms, alternative equipment, hearing loop etc. | | | |
| Please inform us of any reasonable adjustments we would need to consider if you were successful following interview. | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recruitment Source** | | | | | |
| Please state how you saw this vacancy advertised or how you became aware of it. | | | | | |
| Times Educational Supplement |  | Job Centre |  | College Website |  |
| Word of Mouth – please state |  | Other publication – please state | |  | |
| E-teach / FE Jobs |  |  | | | |

|  |  |  |
| --- | --- | --- |
| **Signature** | **Name** | **Date** |
|  |  |  |