**Application Form**

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| **Position Applied For**: |

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| **Section 1 - Personal Details** | | | | | | | |
| Title: Dr/Mr/Mrs/ Miss/Ms/Other | Forename(s): | Surname: | | | | | |
| Current Address: | | Former names: | | | Used until: | | |
|  | | Preferred name: | | | | | |
|  | | National Insurance Number: | | | | | |
| Postcode:  Address history for last 5 years:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Are you currently eligible for employment in the UK?  Yes  No  The College will need sight of your current passport, or failing this another appropriate form of identification as approved by the Home Office.  Expiry date of current Visa / Work Permit:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you have been referred to this post by an agency, please indicate name of agency and contact:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved documentation provided and copied (with owner’s permission) – to be completed by School:  Yes No | | | | | |
| Email Address:  Telephone Number(s):  Mobile:  Alternative number: | | Teacher's TRN (previously DFE/GTC number) (if applicable): | | | | | |
| Do you have Qualified Teacher status (if applicable):?  Yes No | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Director of Stoke College? If so, please provide details. Specify too if you have had any previous links with Stoke College. | | | | | | | |
| **Section 2 – Education (for teaching posts, from GCSE level)**  Please start with the most recent | | | | | | | | |
| **Name of School/College/University** | | | **Examinations** | | | | | |
| **Subject** | **Result** | | **Date** | **Awarding Body** | |
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| **Section 3 - Other Vocational Qualifications, Skills or Training**  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. |
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| **Section 4 - Employment** | |
| Current/most recent employer: | Current/most recent employer's address: |
| Current/most recent job title: | Date started: |
| Brief description of responsibilities: | Date employment ended (if applicable): |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. |
| Reason for seeking other employment: | |
| Please state when you would be available to take up employment, if offered: | |

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| **Section 5 - Previous Employment and/or Activities since leaving secondary education. Please ensure that any gaps in employment, for any reason e.g. while travelling, caring for children, are accounted for.**  Please continue on a separate sheet if necessary | | | |
| **Dates** | **Name and address of Employer** | **Position held and/or duties** | **Reason for leaving** |
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| **Section 6 - Interests**  Please give details of any interests, hobbies or skills that you could bring to the College for the purposes of extra-curricular activity |
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| **Section 7 - Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description/Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 8 - Health** |
| The College is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the school complies with its obligations under the Disability Discrimination Act 1995 ('the Act'). For the purposes of the Act a disability is defined 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.  Do you consider yourself to be disabled? Yes No  If you wish, please give further details here  ........................................................................................................................................................................................................  ........................................................................................................................................................................................................  Are there any special arrangements you might require to attend an interview? Yes No  If yes, please give details here  ........................................................................................................................................................................................................  ........................................................................................................................................................................................................  If offered the position applied for, (on the basis of the Job Description provided), are there any arrangements or adjustments that the school would need to make to enable you to carry out your role? Yes No  If yes, please give details here  ........................................................................................................................................................................................................  ........................................................................................................................................................................................................  ........................................................................................................................................................................................................  In accordance with the guidance published by the DfE any offer of employment made by the school will be conditional upon the school verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed by the College's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the College’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician. |

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| **Section 9 - Criminal Records** | |
| An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the school considers to be satisfactory. The school will also seek barred list check in respect of all positions that involve regulated activity. It is a criminal offence for any person to who is barred from working with children to attempt to apply for a position at the school. If you are successful in your application, you will be required to complete a DBS Disclosure application form. Any information disclosed will be handled in accordance with any guidelines and/or code of practice published by the DBS.  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act, 1974. However, amendments to the Exceptions Order, 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or [here](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. | |
| **Section 10 - References**  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 your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references from all shortlisted candidates before interview. | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone Number: | Telephone Number: |
| Fax Number: | Fax Number: |
| Email Address: | Email Address: |
| May we contact prior to interview? Yes No | May we contact prior to interview? Yes No |

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| **Section 11 - Recruitment** |
| It is the College's policy to employ the best qualified personnel and to provide equal opportunities 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 school 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.  If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months.  ***GDPR*** *In line with recent GPDR changes, you are giving consent for your personal data to be stored and used in accordance with our ‘privacy statement’ that can be found at http://www.stokecollege.co.uk/personal-information/*  Would you like the college to retain your details if your application is unsuccessful? Yes  No |

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| **Section 12 - Declaration** |
| * I confirm that 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 on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which would 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.   Signature: Date: |