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| Concord Logo BLK | **APPLICATION FORM** |

**All successful applicants will be subject to an enhanced DBS check (with barred list information)**

Curriculum Vitae are not acceptable. This Application Form has been designed to exclude information that might lead to discrimination. Please read the Guidance Notes below before completing this form:

**Guidance notes**

* We do not accept CVs (curriculum vitae).
* It is not acceptable to use “Refer to CV” in any sections of the application form.
* Please type or complete this application form in black or blue ink.
* Please ensure that you complete the Recruitment Monitoring Form on the back page of this form (this information will not be used for selection purposes).
* We will decide whether to invite you for interview on the basis of the information given by you on this Application Form and/or on your supporting statement/letter of application.
* Application forms that are not completed in full may not be considered.
* If you need this form in a different format please contact the HR department at Concord College.

**Data Protection legislation**

* When you sign and return this form you are giving us your consent to process and hold the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal, for the purpose of recruitment and selection.
* The information provided will be used for the purposes of determining suitability for the post applied for, and for compliance with safeguarding requirements.
* This information will also be held on your personal file, if you are appointed.
* The data may be used by Concord College for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

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| **Personal details** | | | |
| **Position applied for:** | | | |
| Surname: |  | Home telephone number |  |
| Initials |  | Mobile telephone number |  |
| Address |  | E-mail address |  |
| Post code: |  | Skype address |  |
| National  Insurance no |  | Teacher reference/  DfE number |  |

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| **Right to work in the UK** |
| Are you legally entitled to work in the UK? **YES /NO**  If you are not a UK EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit |

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| **Present post and responsibilities** | | | | |
| Post title |  | | | |
| Employer's name |  | | | |
| Address |  | | | |
| Telephone number  *(Please include area code)* |  | | | |
| May we contact you on this number? | **YES/NO** | | | |
| Current salary |  | | | |
| Date started  (present job) | |  | Period of Notice |  |
| Brief outline of duties | |  | | |

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| **Full employment history** | | | | |
| Please give details of **all** previous employment commencing with the date on which you left full-time education. This should include previous positions held with your current employer. Any gaps in your employment history should be explained in the box below. If self-employed, please provide dates and contracts held. | | | | |
| **Dates (month/year)**  **From To**  **e.g. March 2012 – May 2015** | | **Name and address of employer** | **Position held** | **Reason for leaving** |
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|  |  |  |  | Continue on a separate sheet if necessary |

**Please note:** This information will be verified if an offer of employment is made.

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| **Gaps in employment history** | |
| **Any** gaps in employment history since leaving secondary school and reasons must be detailed below; this should include voluntary work, unemployment, domestic reasons, maternity leave, prison custody, any gaps between secondary and further education etc. | |
| From: | To: |
| Reason: | |
| From: | To: |
| Reason: | |
| From: | To: |
| Reason: | |
| If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (*please use initials rather than first names)* | |

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| **Overseas employment/residence** |
| Have you ever lived and/or worked overseas? **YES /NO**  If yes please give details and dates:  ***If yes, please note that if you are successfully appointed at the school you may be required to provide a certificate of good conduct/police check from the relevant country where you have lived and/or worked.*** |

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| **Education and qualifications** | | | | | |
| Please give details of secondary/further education and qualifications obtained | | | | | |
| **Dates (month/year)**  **From To**  **e.g. Sept 2012 – June 2016** | | | **School/College** | | **Qualification/subject with grade/level** |
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| Please give details of degrees or post graduate qualifications | | | | | |
| **Dates (month/year)**  **From To**  **e.g. Sept 2012 – June 2016** | | | **University/College** | | **Qualification/subject with grade/level** |
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| Please give details of any other professional or vocational qualifications obtained relevant to your application | | | | | |
| **Dates obtained (month/year)**  **e.g. Sept 2012 – June 2016** | | | | **Qualifications obtained and grade/level** | **Name of awarding body** |
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| **Training** | | | |
| Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved. | | | |
| **Dates obtained (month/year)**  **e.g. Sept 2012 – June 2016** | **Course title** | **Organiser** | **Length** |
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| **Membership of professional bodies** | | | |
| Please state whether by election, exemption or examination. | | | |
| **Date (month/year)**  **e.g. Sept 2012 – June 2016** | **Professional body** | **Number** | **Grade/level** |
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| **Why you are applying for the post and your suitability** |
| Please give any information which you think will help us to consider your application, including details of your present or most recent job, or other relevant experience, any specialised knowledge you have, including your leisure interests. You should try to relate your information to the job description and person specification for the post you are applying for.  For teaching applications please submit a separate letter/personal statement to support your application, detailing your teaching experience and continuing professional development. |
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| **Active interests** |
| Please state any areas where you feel you could make a contribution to Concord College’s extra-curricular programme. |
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| **References** | | | | | | |
| Please provide names, addresses and telephone numbers of at least two referees who must be your current/most recent employers. Where your first two references do not cover the last three years of your employment history you should supply further referee/s details. References will not be accepted from relatives or persons who only know you as a friend. Written references will be sought before interview and will be verified by telephone. | | | | | | |
| Name |  | | | Position | |  |
| In what capacity do you know the referee? | |  | | | | |
| Name and address of organisation | |  | | | | |
| Telephone no | |  | | | | |
| E-mail address | |  | | | | |
| **Please indicate if you agree to this referee being contacted at this stage: YES / NO** | | | | | | |
| Name |  | | | Position | |  |
| In what capacity do you know the referee? | |  | | | | |
| Name and address of organisation | |  | | | | |
| Telephone no | |  | | | | |
| E-mail address | |  | | | | |
| **Please indicate if you agree to this referee being contacted at this stage: YES / NO** | | | | | | |
| Name |  | | Position | |  | |
| In what capacity do you know the referee? | |  | | | | |
| Name and address of organisation | |  | | | | |
| Telephone no | |  | | | | |
| E-mail address | |  | | | | |
| **Please indicate if you agree to this referee being contacted at this stage: YES / NO** | | | | | | |
| If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (*please use initials rather than first names)* | | | | | | |

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| **Driving** *(Please complete this section if the person specification for the post includes these requirements)* |
| Do you have a valid driving licence? **YES / NO**  If YES, type of licence:  If YES, do you have any current endorsements and what are they for?:  Do you have access to a vehicle which you are able to use for work purposes? **YES / NO** |

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| **Languages** *Please detail below if you have any language ability other than English* |
| Able to effectively converse and read: \*  **YES / NO**  Able to converse, read and write \* **YES / NO**  Totally fluent \*  **YES / NO**  *\*State language(s)* |

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| **Disciplinary matters** |
| Have you been subject to any disciplinary investigation or action, including suspension from duty, during your periods of employment with any employer? This includes any investigations or actions taken by your professional body. Both spent and unspent matters need to be disclosed.  **YES/NO**  If yes, please provide details below regarding the matter and any action taken, including any pending incident/action. |
| If necessary please continue on a separate sheet(s) of A4 paper, placing your name in the TOP RIGHT corner and numbering the additional sheets. (*please use initials rather than first names)* |

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| **Criminal convictions/cautions/disqualified persons/investigations** |
| **An enhanced DBS check (with barred list information) will be carried out before any appointment is made. Not disclosing a conviction which is later revealed by the DBS check may result in termination of employment.**  **Concord College regards as paramount the welfare and safety of our students. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors.**  The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection - <https://www.gov.uk/government/collections/dbs-filtering-guidance>  **It is within this context that decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the DBS Barred List.**  All applicants are asked to complete the following questions and provide written consent for checks to be completed.   1. Are you disqualified from working with children? **YES/NO** 2. 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)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)? If the answer is **YES**, please see further information section below **YES/NO** 3. Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation?) **YES/NO**   If the answer is **YES**, please provide the details in the further information section below.   1. Has your name been added to the DBS Barred List  **YES/NO**   If the answer is **YES**, please give details on the next page.  Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval. Further, applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either:  a) by reason of disqualification order under the Criminal Justice and Court Services Act 2000  b) by reason of inclusion on the DBS Barred List. |

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| **Further information required in response to criminal convictions / cautions / disqualified persons / investigations section above** |
| **If you answered YES to any of the questions in the section above, please supply further details below. The information will not be seen by anyone involved in the selection process.** |
| FOR COMPLETION BY THE BURSAR / ASSISTANT BURSAR (HR) - I confirm that I have discussed the above disclosures with the applicant.  Signed: Date: |

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| **Relationship to Concord College employees** |
| Do you know or are you related to any employees of Concord College? If your answer is ‘yes’ please provide the name of the employee(s) and either the capacity in which you know them or your relationship to them. |

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| **Data Protection legislation** |
| All personal information provided in this application form will be processed in accordance with the College’s Privacy Policy which is available on the College website. If you are appointed the information will be held on computer and on your personal records. Application forms for unsuccessful candidates will be stored for a period of up to 12 months, after which time they will be destroyed.  If you are appointed your details will be passed to a recognised third party for the purposes of processing an enhanced DBS check (with barred list information).  The data may be processed by Concord College for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your express consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. |

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| **Your signature** |
| I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this may result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.  I also hereby give my consent to the processing of data contained or referred to on this form, for the purpose of recruitment and selection, in accordance with Data Protection law. I accept that if my application is successful, this application form will form part of my personal file, and in that case I consent to the data on it being processed for all purposes in connection with my employment.  I also hereby give consent to Concord College completing such checks as are necessary with records held by local authorities and/or other agencies in order to verify the information provided on this form.  I also give permission for the College to approach any previous employer for verification of the information given above, should an offer of employment be made.  Name: Position applied for:  Signed: Date:  *All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.* |

**Please return your completed application to:**

The HR Department, Concord College

Acton Burnell, Shrewsbury, Shropshire SY5 7PF.

E-mail: [recruitment@concordcollege.org.uk](mailto:recruitment@concordcollege.org.uk)

Updated May 2020

**Equal Opportunities and Recruitment**

**Equal Opportunities Policy**

Concord College supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of the ‘protected characteristics’ as follows:

* Age
* Disability
* Sex
* Gender reassignment
* Marital or civil partnership status
* Pregnancy and maternity
* Race (including colour, nationality, ethnic or national origins)
* Religion or belief
* Sexual orientation

This policy applies to: trustees, employees, job applicants, students, contract workers, agency workers and volunteers.

All job applicants and employees will be treated equally and fairly and will not be discriminated against on any of the above grounds. Decisions on recruitment and selection, on training, promotion and career development are taken solely on the basis of an employee’s experience, abilities and qualifications.

We are committed to promoting equality of opportunity for all persons and a good and harmonious working environment in which all individuals are treated with respect.

**Equality Act 2010**

The Equality Act 2010 places a general duty on Concord College to promote equality. This means that in everything we do, we need to:

* eliminate unlawful discrimination, harassment and victimisation;
* advance equality of opportunity; and
* foster good relations between different people.

**Disability**

The Equality Act protects employees from discrimination - direct, including by association and by perception, indirect, harassment and victimisation - because of disability.

Under the Act, a person is disabled if they have a physical or mental impairment which has a long-term (usually lasting more than a year) and substantial adverse effect on their ability to carry out normal day-to-day activities. A number of impairments, such as cancer, HIV and multiple sclerosis are automatically considered disabilities and other progressive conditions will be considered a disability as soon as the symptoms of that condition have an effect.

**Please complete the Recruitment Monitoring Form over the page**

**Recruitment monitoring form**

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records. Please complete in block capitals or by ticking the relevant box.

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| Surname: First names:  Known as (if different to first name):  Previous Other Name(s):  Preferred Title: 🗆 Mr. 🗆 Mrs. 🗆 Ms. 🗆 Miss 🗆 Other (please specify):  Date of Birth: Age:  Place of Birth:  Post applied for: |

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| **Job share**  Would you like your application to be considered on a job share basis?  🗆 Yes  🗆 No  **Gender**  🗆 Male  🗆 Female  🗆 Other  🗆 Prefer not to say  **Religion**  **In terms of my religion, I would**  **describe myself as:**  🗆 Christian  🗆 Jewish  🗆 Buddhist  🗆 Muslim  🗆 Hindu  🗆 Sikh  🗆 Of other religion *(please specify)*  🗆 Having no religion  🗆 Prefer not to say  **Sexual Orientation**  What is your sexual orientation?  🗆 Heterosexual  🗆 Lesbian  🗆 Gay  🗆 Bisexual  🗆 Other  🗆 Prefer not to say | **Ethnic Origin**  **I would describe my ethnic origin as:**  **White**  🗆 English  🗆 Scottish  🗆 Welsh  🗆 Irish  🗆 British  🗆 Other White English  🗆 Traveller of Irish Heritage  🗆 Gypsy/Roma  🗆 Other White  **Black or Black British**  🗆 Caribbean  🗆 African  🗆 British  🗆 Any other black background  **Asian or British Asian**  🗆 Indian  🗆 Pakistani  🗆 Bangladeshi  🗆 Any other Asian Background  **Mixed**  🗆 White & Black Caribbean  🗆 White & Black African  🗆 White & Black British  🗆 White & Asian  🗆 Any other mixed background  **Chinese or other ethnic group**  🗆 Chinese  🗆 White & Asian  🗆 Other  🗆 Any other mixed background | **Disability**  For definition, please refer to statement overleaf. In line with this statement, do you consider yourself to have a disability?  🗆 YES  🗆 NO  If you are selected for interview are there any special arrangements we would need to make for you?  🗆 YES  🗆 NO  If YES, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.  **Advert**  Where did you see this vacancy advertised?    🗆 Local Newspaper  **Please specify**  🗆 Professional Journal  **Please specify**    🗆 Job Centre  🗆 Internet  **Please specify**  🗆 Other  **Please specify** |