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| **Application for Employment**Post Applied For:       | Once complete, please return to:HR The Sixth Form College FarnboroughProspect Avenue Farnborough Tel: 01252 688269Hampshire Fax: 01252 688209GU14 8JX working@farnborough.ac.uk |

Personal Details

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| Surname       | Address      Postcode       |
| Forenames       |
| Tel no (Home)       |
| Tel no (Mobile)       |
| NI Number       | Do you require any reasonable adjustments to be made for normal working at the College?       |
| Email       |

 Secondary Education

Qualifications

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| GCSE/O Level (Level 2) | A Level (Level 3) |
| Establishment:       | Establishment:       |
| Subject | Grade | Year(optional) | Subject | Grade | Year(optional) | Subject | Grade | Year(optional) |
|       |       |       |       |       |       |       |       |       |
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| Higher Education Qualifications |  |       |       |       |       |

Employment Record – Present Employment

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| Employer’s Name       | Position Held       |
| Address       | Date Appointed       |
| Present Grade       |
| Salary       |
| Postcode       | Notice Period       |

Please explain any gaps in employment (Teaching posts – please define age range, subjects taught etc)

Previous Employment

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| --- | --- | --- | --- | --- |
| Employer(most recent first) | Position Held | Dates | Final Salary | Reason for Leaving |
|  |  | From | To |  |  |
|       |       |       |       |       |       |
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Entitlement to Employment

You will be required to produce a document showing your entitlement to work in the UK prior to any appointment. This will usually be an EU Passport or a UK Birth Certificate or a Home Office document. Only original documents will be accepted.

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| Are you a British Citizen or EU National?       |
| ***If No, please indicate the box that applies to you:*** I have unrestricted leave to work in the UK [ ]   I am an overseas student or visitor with evidence of entitlement to work in the UK [ ]   I am subject to Work Permit provisions [ ] Note: Teaching in non-compulsory education is not deemed a shortage occupation by the Home Office. Therefore, it is unlikely that a work permit application would be successful if required.  |

Membership of Professional Body (if applicable) eg Teacher Reference Number, IfL, ISA

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| Name of Body | Membership Number/Teacher Reference number |
|       |       |

Training and Courses Please list all training courses or other attended in recent years

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| Organising Body | Dates of attendance | Course Title | Length of Course |
| From | To |
|       |       |       |       |       |
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Positions of Leadership Please indicate any positions of leadership held at school, university or in the community

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References

References must be provided by your two most recent employers. If you are presently unemployed, please give details of your two most recent employers. If you have just completed or about to complete full time education, the Head/Principal and/or Tutor should be used for this purpose along with another person who is able to give a reference relating to your work/voluntary experience. Referees should always be professionals who have a detailed knowledge of you. You should not give details of family members or other associates. References may be sought upon shortlisting. If you do not wish us to contact your referees prior to interview, please indicate by ticking the boxes below.

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| --- | --- | --- | --- |
| Referee 1 Defer contact? | [ ]  | Referee 2 Defer contact? | [ ]  |
| Organisation:  |       | Organisation:  |        |
| Name:  |       | Name:  |       |
| Job Title:  |       | Job Title:  |       |
| Address: |       | Address: |       |
| Postcode:  |       | Postcode: |       |
| Telephone Number: |       | Telephone Number:  |       |
| Email: |       | Email:  |       |
| Relationship to you:  |       | Relationship to you:  |       |
| Comment if required       | Comment if required       |

Supporting Statement

You are invited to provide further information in support of your application. Please refer to the job specification for the post and also include:

The reasons why you are applying for this post;

The personal qualities and experience that you feel are relevant to your suitability for the post;

Key responsibilities and achievements in your present or most recent job which are relevant to this application

Career aims and aspirations

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| **GDPR**As part of any recruitment process, The Prospect Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read the attached Applicant Privacy notice which details how the Trust collects and processes your data. |

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| **CRIMINAL CONVICTIONS**  |
| **The College has an uncompromising commitment to the safeguarding of our students.**We will apply for an Enhanced Disclosure from the Disclosure and Barring Service prior to appointment for posts that involve working with children. Further information can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. A past conviction will not necessarily be a bar to obtaining a position but failure to disclose this information could result in dismissal.  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’. Answer Yes or No. If yes, please give full details below, including dates:      |

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| **DECLARATION**  |
| I certify that the information provided on this form is correct to the best of my knowledge, and that all the questions related to me have been accurately and fully answered. I understand that the provision of false or misleading statements, and/or withholding material information, may result in disciplinary action being taken against me and this could lead to my dismissal from employment. If offered a post I undertake to provide original certificates for the qualifications I have claimed and I give consent for College to contact external institutions to seek confirmation of results.  By submitting this form online the college will deem it to have been signed; if called for interview you will be required to sign the document on arrival.  **Signature:**       **Date:**       |