

# Application Form

This form must be completed **in full** by all applicants. Additionally, you may also enclose a CV.

Post applied for:

## Personal Information

Title (Dr, Mr, Mrs, Ms, Miss, other)

Family name:

First names:

Have you been known by any other names?

Yes / No

If so, please list here:

Current Address:

Daytime phone number:

Mobile phone number:

Email address:

National Insurance Number:

Do you have the right to work in the UK?

Yes / No

What is the date of your most recent enhanced DBS certificate?

In which publication did you see the advertisement for this post?

## Employment History

Please give details of your previous jobs, **starting with your current/most recent job**. Please continue on a separate sheet if necessary.

From (Month & Year)	To (Month & Year)	Name & Address of Employer	Position Held	Reason(s) for Leaving

## Previous employment matters

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still 'live'?

Yes / No

If YES, please give details, including any pending proceedings, on a separate sheet.

## Gaps in employment history

Please provide a brief explanation for any time when you were either not working or in full-time education

Office use only: Verified?    Yes / No

## Education & Qualifications

From IB/A level (or equivalent) onwards

Name of school, college, university	Qualifications gained  Subjects and grades	Date qualification awarded

## Other training and skills

Do you have any other training or qualifications relevant to this post?

Do you hold a full driving licence? Yes / No

If you do, do you have any current endorsements? Yes / No

## Other Information

How many weeks' notice must you give your current employer?

If you are disabled, are there any special arrangements that would be required to enable you to attend an interview?

Applicants for teaching posts only:

Your DfE reference number (where applicable):

Do you have QTS status?

Yes / No / N/A

Have you completed your probationary year?

Yes / No / N/A

# Supporting Statement

Please explain how you feel you meet the requirements of the job.

# Disclosure and Barring Service checks

Oxford Sixth Form College complies fully with the DBS Code of Practice

The post you are applying for involves work with young people and is, therefore, exempt from the Rehabilitation of Offenders Act 1974. This means that you are NOT entitled to withhold information about convictions, cautions, bind-overs, reprimands and final warnings, which in other circumstances would be regarded as spent. You will be required to provide an enhanced DBS disclosure as a condition of any employment offer arising from this application.

Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in the UK or abroad)?

Yes / No

Are you currently the subject of any Police investigations following allegations made about you?

Yes / No

Are you disqualified from working with children or subject to sanctions imposed by a regulatory body?

Yes / No

If YES, please supply the following details in a sealed envelope marked 'strictly confidential' to the HR Officer: the nature of offence(s), date of conviction(s), penalties and country in which they occurred. This information will be held on a strictly confidential basis, in compliance with the Data Protection Act and only discussed with the selection panel where it is relevant to the post for which you have applied. Answering "Yes" will not necessarily prevent you from being considered for this post. If you are emailing your application, please send these details separately in a sealed envelope marked "CONFIDENTIAL", with your name and the title of the post you are applying for, for the attention of the HR Officer.

# References

Please provide the names and contact details of three employers who can provide references relating to your suitability for this post. One of the referees must be your current / most recent employer. If this is your first job application since completing full-time education one referee must be your school teacher or tertiary education tutor. References from friends or relatives will not be accepted. If you have worked with children (either in a paid or a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns.

First Referee	Can this referee be approached before a first interview?		Yes / No
Name:		Postal address:	
Position:		Work phone number:	
Relationship:			
Email:			
Second Referee	Can this referee be approached before a first interview?		Yes / No
Name:		Postal address:	
Position:		Work phone number:	
Relationship:			
Email:			
Third Referee	Can this referee be approached before a first interview?		Yes / No
Name:		Postal address:	
Position:		Work phone number:	
Relationship:			
Email:			

**ALL APPLICANTS MUST SIGN THE DECLARATION BELOW**

**Declaration:** The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment will be conditional upon satisfactory screening (including references and DBS checks). I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds for rejecting this application or subsequent dismissal, if employed by Oxford Sixth Form College. This also applies to any medical questionnaire/forms I may complete.

I agree to the above declaration (please tick)

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I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the Data Protection Act 1998.

Signed

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Date

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