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| **PLYMOUTH COLLEGE**  **Ford Park, Plymouth, Devon PL4 6RN**  **Tel: 01752 505100**  **Email:** [**dmarshall-holman@plymouthcollege.com**](mailto:dmarshall-holman@plymouthcollege.com)  **Head: Mrs Jo Hayward** | **Plymouth College LogoPlymouth College Logo** |

**APPLICATION FOR SUPPORT STAFF APPOINTMENT**

**To include: All Support Staff, Volunteers, Peripatetic and Freelance Instructors**

**Application Number:**

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| **Name:** |  |
| **Position applied for:** |  |
| **Advertisement seen in:** |  |
| **Closing date:** |  |

**Our Governors’ promise to you:**

**Fairness and Equal Opportunities**

We do not operate an anonymous process but will treat your application fairly and honestly, and consider it only in relation to the requirements of the post. We will do this regardless of whether or not you currently work for Plymouth College, another employer or are unemployed. Our aim is to appoint the best person for the job. We believe in equal opportunities and will not unfairly discriminate against anyone. Your application will be processed in strict confidence.

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help please contact the school.

**Documentary Evidence**

Candidates called for interview will be required to bring the following **original** documents to the interview for verification purpose, photocopies will **not** be accepted:

* Birth Certificate or valid passport or driving licence (photo-card)
* Relevant Certificates of academic and professional qualifications
* Proof of your entitlement to work in the UK
* Proof of your home address (i.e. Utility statement, Council Tax bill, bank/building society statement dated within the last 3 months (please note mobile phone statements are not accepted))
* Where appropriate any documentation evidencing a change of name
* Where the candidate is not a citizen of the UK, proof of entitlement to work and reside in the UK.

This information will also be used to allow the School to progress a Disclosure Barring Service (previously Criminal Record Bureau) check if you are successful at the interview stage.

**Completing and Returning this Form**

The form **must** be completed using **black** ink and must reach us by the closing date shown above. **Late applications cannot be considered.** Only official application forms will be accepted. CV’s may be sent as a supporting document. Please send the completed form to the Mrs Marshall-Holman at the address shown above or by email to: [dmarshall-holman@plymouthcollege.com](mailto:dmarshall-holman@plymouthcollege.com)

**WARNING:** If you provide false information this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

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| **PERSONAL DETAILS** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | | | | Title: |  |
| Forename(s): |  | | | | |  |  |
| Address: |  | | | | | | |
| Postcode: |  | | | | | | |
| Previous surnames used: | |  | | | | | |
| National Insurance Number: | |  | | | | | |
| Email address (Home): | |  | | | | | |
| Email address (Work): | |  | | | | | |
| Tel. No. (inc. STD Code): | | Day Home: |  | Work: | |  | |
|  | | Evening home: |  | Mobile: | |  | |
| Preferred Method of Contact: | | |  | | | | |
| Are you related to or have a close relationship to a member of the school’s staff or Governor of the school (If yes please provide details? Please be aware that failure to disclose such a relationship may result in dismissal. | | |  | | | | |
| Do you require any special arrangements in order for you to attend an interview, if selected, at the School (if Yes please provide details)? | | |  | | | | |
| Do you require any special equipment or modification to allow you to undertake the duties of this post (if yes provide details)? | | |  | | | | |
| Do you need permission to work in the UK? (If you are called for interview please bring with you documents that demonstrate you are entitled to work in the UK)? | | | | |  | | |
| UK Residence: Please state that you have been resident in the U.K. during the last 5 years and if you have any periods of more than 12 months at any one time outside of the U.K. Please list reasons. | | | | |  | | |
| Breaks from working/teaching with children. Have you had a break of 3 months or more in the last 3 years from roles with substantial access to children ? This refers to single or multiple 3 month periods not single days, weeks or months or more in total. | | | | | Yes  No  *Please circle* | | |
| If yes to the above question please give details and reasons for these breaks. | | | | |  | | |
| Signed: | | | | | | | |
| Date: | | | | | | | |

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| **CURRENT APPOINTMENT** |

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| Post title: |  | | Full or part time | |  |
| Date from: |  | Date to: |  | | |
| Name of Employer: |  | | | | |
| Address: |  | | | | |
| Postcode: |  | Tel. No. (inc STD code): |  | | |
| Brief description of your duties: |  | | | | |
| Reason wish to leave: |  | | | | |
| Current salary: | £ | Period of notice to be given | |  | |

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| **PREVIOUS EMPLOYMENT** (most recent first) |

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| **Employer name and address** | **Position held** | **F/T or P/T** | **Dates from/to** |
| Reason for leaving: |  |  |  |
| Reason for leaving: |  |  |  |
| Reason for leaving: |  |  |  |

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| **BREAKS IN EMPLOYMENT HISTORY (Detail period with reasons)** |

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| --- | --- | --- |
| **Date from** | **Date to** | **Reason** |
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| **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (checks on qualifications will be made at interview)** |

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| **Secondary education** | | | | |
| **School/College attended** |  | | | |
| **Date from/to** |  | | | |
| **Subject** | | **Level** | **Grade** | **Date awarded** |
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| **University education** | | | | |
| **University** |  | | | |
| **Date from/to** |  | | | |
| **Qualifications obtained** | **Subject** | **Qualification** | **Class of degree** | **Date awarded** |
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| **Graduate and Post Graduate Qualifications** | | | | |
| **Date from/to** |  | | | |
| **Qualifications obtained** | **Subject** | **Qualification** | **Class of degree** | **Date awarded** |
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| **Professional development (courses relevant to position applied for)** | | |
| **Course** | **Organiser** | **Date awarded** |
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| **Other qualifications relevant to position applied for (ie First Aid, mini bus driver)** | | | |
| **Qualification** | **Awarding body** | **Date obtained** | **Expiry date** |
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| **STATEMENT IN SUPPORT OF YOUR APPLICATION** | | | |
| The statement (a **maximum of two** pages) can be word processed or hand written in black ink. It should demonstrate your suitability for the position applied for. You should focus on how your skills, experience and knowledge meet the requirements of the person specification for this post. Please include information with regard to experience for this post. | | | |
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| REHABILITATION OF OFFENDERS ACT 1974 | | | |

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| Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the School. During the course of your employment with the School should you be arrested by the Police you are obliged to notify the Finance Director of this immediately (even if de-arrested or all charges dropped), failure to do so could result in disciplinary action by the School which may include dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts to which the exemption order applies. | |
| Have you been convicted of any criminal offence? (Yes or No) |  |
| If yes, please give details: | |
| Have you ever received a caution? (Yes or No) |  |
| If yes, please give details: | |
| Do you have any convictions, cautions, bind-overs or prosecutions pending? (Yes or No) |  |
| If yes, please give details: | |

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| **REFEREES** |

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| A minimum of TWO professional referees are required – One should be your current or most recent employer. Referees should be people who know you in a working/educational environment (paid or unpaid). As part of the Schools Safeguarding procedures references will be taken up prior to interview unless a reason is given why this would not be appropriate. | |
| If you were known to your referees by another name, please give details: |  |

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| 1. | Name: |  |
| Occupation: |  |
| Address: |  |
| Telephone No. (inc. STD code): |  |
| Email address: |  |
| In what capacity does the above know you? |  |
| Can this individual be contacted before short-listing/Interview |  |

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| 2. | Name: |  |
| Occupation: |  |
| Address: |  |
| Telephone No. (inc. STD code): |  |
| Email address: |  |
| In what capacity does the above know you? |  |
| Can this individual be contacted before short-listing/Interview |  |

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| DECLARATION |

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| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. | |
| Signed  *(Candidates who submit this application by e-mail will be asked to sign this form if called for interview)* |  |
| Date |  |

Please return your completed application form to:

Mrs D Marshall-Holman

HR Administrator

Plymouth College

Ford Park

Plymouth Devon

PL4 6 RN

Or by e-mail to: [dmarshall-holman@plymouthcollege.com](mailto:dmarshall-holman@plymouthcollege.com)

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| **EQUAL OPPORTUNITIES MONITORING FORM**  **Application**  **.........** |

This information is for monitoring purposes only and will not be considered

as part of the selection process. To make equal opportunities meaningful, it is essential that the School monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

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| Job Applied for: |  | | |
| Where did you find out about this vacancy? |  | | |
| What is your sex? |  | What is your age? | Years |

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| Ethnicity – to which of these groups do you consider you belong (Please tick one box only): | | | | | |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** |  |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | | Yes ❑ |
| White and Black African | | Yes ❑ | Caribbean | | Yes ❑ |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

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| **Disability** | | | |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (If yes Please detail) | | | |

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| **Religion -** how would you describe your faith, belief, religion? (Please tick one box only) | | | |
| Buddhist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

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| **Marital status -** what is your marital status (please tick one box) | | | |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  | |