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Principal

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Application Form

Applicant Name:

Position applied for:

Please state clearly which position you are applying for

Section 1 – Personal Details			
Title: *(Mr/Mrs, etc)*	**Forename(s):**		
	Surname:		
Date of birth:	**Former names(s):**		
	Preferred name:		
National Insurance Number:			
Home address:		**Postcode:**	
		Tel. Home:	
		Tel. Mobile:	
		Tel. Work:	
Email:			
Are you currently eligible for employment in the UK? Yes ☐ No ☐ **Please provide details:**			
Do you have QTS?			
If so, what is your Teacher Registration Number? *(previous GTC or DfES number)*			
Are you related to or do you maintain a close relationship with an existing employee of MPW? If so, please provide details.			

Section 2 – Education (Please start with the most recent)

Name of School/College/University	Dates of attendance (mm/yy)	Level	Subject/s	Result	Date (mm/yy)
	From: To:				
	From: To:				
	From: To:				
	From: To:				
	From: To:				
	From: To:				
	From: To:				

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any other 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.

Section 4 – Current Employment

Current/most recent job title:	**Dates (mm/yy):** From: To (if applicable):
Current/most recent employer's name and address:	**Brief description of responsibilities:**
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:	
State when you would be available to take up employment if offered:	

Section 5 – Previous Employment and/or activities since leaving secondary school

Please do not leave any gaps in chronology.
Continue on a separate sheet if necessary.

Dates (mm/yy)	Name & address of employer	Postion held and/or duties	Reason for leaving
From: To:			
From: To:			
From: To:			
From: To:			

Section 6 – Interests

Please give details of any interests, hobbies or skills that you could bring to the college for the purpose of extra-curricular activity.

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 and 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.

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 college 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 you wish, please give further details here:

- If offered the position applied for, on the basis of the Job Description provided, are there any arrangements or adjustments that the college would need to make to enable you to carry out the role?

  Yes ☐ No ☐

If you wish, please give further details here:

In accordance with the guidance published by the DfES, any offer of employment made by the college will be conditional upon the college 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.

Section 9 – Criminal Records

An offer of employment is conditional upon the college receiving a satisfactory disclosure from the Disclosure and Barring Service (DBS). 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 the Code of Practice published by the DBS (a copy of which is available from the college on request).

The college is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the college's objective assessment procedure (a copy of which is available from the college on request).

Please answer the following questions:

- Have you been convicted by the courts of any criminal offence? Yes ☐ No ☐
- Is there any relevant court action pending against you? Yes ☐ No ☐
- Have you ever received a caution, reprimand or final warning from the police? Yes ☐ No ☐

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 10 – References

Important information about your chosen referee

On the next page we require the names and contact details of at least two and up to three people who we may contact for references. Please note the following:

- One of your references must be your current or most recent employer.
- If your current of most recent employer does not/did not involve work with children, then your second or third referee should be from your employer with whom you mostly recently worked with children.
- We do not accept 'private' or 'character' references, ie references from a relative or someone known to you solely as a friend.
- We do not accept references from a colleague who has not held a senior position to you in the same organisation.

Where possible the college intends to take up references from all shortlisted candidates. As we are a company that works with young people, the references must be completed in full using the supplied college reference request form . To help the college with this process you could:

- Inform your referees to look out for an emailed reference request from the college.
- Advise your referees that the form needs to be completed in full using the supplied college reference request form and returned promptly.

Referee 1			
Referee Name:		**Address:**	
Organisation:			
Occupation:			
Email:			
Tel. no:		**May we contact prior to interview?** Yes ☐ No ☐	
Referee 2			
Referee Name:		**Address:**	
Organisation:			
Occupation:			
Email:			
Tel. no:		**May we contact prior to interview?** Yes ☐ No ☐	
Referee 3			
Referee Name:		**Address:**	
Organisation:			
Occupation:			
Email:			
Tel. no:		**May we contact prior to interview?** Yes ☐ No ☐	

Section 11 – Recruitment

It is the college's policy to employ the best qualified personnel and to provide equal opportunity 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 college 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. However, please indicate below if you would like the college to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

- Would you like the college to retain your details if your application is unsuccessful?

Yes ☐ No ☐

Section 12 – Declaration

Please read the following and then sign and date.

- 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 could 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 ……..**