UTC Heathrow

Potter Street,

Northwood,

HA6 1QG

**PART A HR Ref: \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Please read all the information and guidance notes before you complete this form. Please submit this form via on-line application or post it to Wayne Edwards at the above address.

1. **Personal Information**

|  |  |
| --- | --- |
| Title: (E.g. Mr/Mrs/Miss/Ms/Dr): |  |
| First name(s): |  |
| Surname: |  |
| Previous surname(s): |  |
| Address (including post code): |  |
|  |
|  |

1. **Contact Details**

|  |  |
| --- | --- |
| **Daytime** | **Evening** |
| Telephone |  |
| Mobile |  |
| Email |  |
| May we contact you using text messaging? | **Yes/No** |

1. **Other Information**

\*Delete as appropriate

* Your job may require you to provide and drive a car to carry out your duties (see person specification). Would this present any difficulty for you?
* Do you have any connections with any Governor or employee of UTC Heathrow?
* Do you hold any other appointment with the College that would continue if you were appointed to this job?
* Under the Working Time Regulations 1998, you should not work more than 48 hours a week. Do you plan to undertake work for other employers or with UTC Heathrow, which would cause a breach of these regulations?

Yes/No\* Yes/No\* Yes/No\* Yes/No\*

# If you have answered ‘yes’ to any of the above questions, please give details

1. **Criminal Convictions – Rehabilitation of Offenders Act 1974**

|  |
| --- |
| **UTC Heathrow holds as one of its highest priorities the health, safety and welfare of all its children, young people and vulnerable adults involved in courses or activities which come under the responsibility of the College.** UTC Heathrow abides by the Disclosure and Barring Service, [www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service). *As UTC Heathrow meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of prosecutions, cautions, reprimands or final warnings, as well as convictions. This means that* ***you are required to declare any convictions, cautions, reprimands or ‘bind-overs’ which you may have either in the UK or abroad, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you.*** *Failure to disclose this information could result in disciplinary action, or dismissal by the College and may lead to criminal proceedings.**UTC Heathrow aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).*I have read the above notes on Criminal Convictions and agree to a Disclosure Check being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and consequently, no criminal conviction, caution or reprimand may be considered ‘spent’.Please tick as appropriate:I **do not** have any criminal convictions (spent or unspent), cautions, reprimands, ‘bind-overs’ or prosecutions pending against me.I **do** have criminal convictions (spent or unspent), cautions, reprimands, ‘bind-overs’ or prosecutions pending against me and now provide details in a sealed envelope to the Human Resources Manager. |

# Guaranteed Interview Scheme

|  |  |  |
| --- | --- | --- |
| UTC Heathrow is committed to the employment and career development of people with disabilities. As an example and to demonstrate our commitment we have applied for and have been awarded the ‘Two Ticks’ Disability Symbol by Jobcentre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.What do we mean by disability?The Equality Act 2010 defines a person with disabilities as someone who has a physical or mental impairment that has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.How do I apply?Simply complete this section, read the declaration below and sign.

|  |
| --- |
| Please give details of your disability: |

|  |
| --- |
| Are there any arrangements that may be required to be made should you be invited for interview? |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with people without disabilities |

# Declaration

|  |
| --- |
| I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme: □ Yes □ No Name Date Any false declaration of a disability to obtain an interview will invalidate any contract of employment |

1. **Monitoring Equality and Diversity in Employment**

|  |
| --- |
| We have an Equality and Diversity Policy, which aims to make sure that we treat everyone fairly. To help us monitor this Policy, please answer the questions below. We will treat in confidence the information you supply. We need this information to help us to ensure that everyone is selected on merit, according to their skills, abilities and aptitudes. |

|  |
| --- |
| Title of position for which you are applying: |
| Job reference number: |
| Your full name: | Title: |
| Gender: *(please specify)* | Date of Birth: |
| National Insurance Number: | DFE/IFL Number *(For teaching and assessing posts)*: |

|  |
| --- |
| **Ethnic Origin***(Please highlight or tick next to as appropriate)* |
| Asian or Asian British - Bangladeshi | Mixed White and Asian |
| Asian or Asian British – Indian | Mixed White and Black African |
| Asian or Asian British – Pakistani | Mixed White and Black Caribbean |
| Any Other Asian/Asian British Background | Any Other Mixed Background |
| Black or Black British – African | White British |
| Black or Black British – Caribbean | White Irish |
| Any Other Black/Black British Background | Any Other White Background |
| Chinese | Any Other |
| **Religion***(Please highlight or tick next to as appropriate)* |
| Buddhist | Muslim |
| Catholic | Sikh |
| Christian | Other |
| Hindu | No Religion |
| Jewish | Prefer not to say |
| **Sexual Orientation***(Please highlight or tick next to as appropriate)* |
| Bisexual | Lesbian |
| Gay | Transgender |
| Heterosexual | Prefer not to say |
| **Do you consider yourself to have a disability?***(Please highlight or tick next to as appropriate)* |
| Yes | No |
| The Equality Act 2010 defines disability as ‘a physical or mental impairment, which has a substantial and long term effect on the person’s ability to carry out day to day activities’ |
| **How did you find out about this job?***(Please highlight or tick next to as appropriate)* |
| Friend: | Newspaper: (Please specify) | Colleague: | Email: | Website: (Please specify) | Other: (Please specify) |

# References

You must provide referees from your last two jobs/occupations (employers/educational establishments/voluntary organisations). The person you name must hold a managerial position in that organisation and have access to your records.

If you do not give permission for your current employer to be contacted you must give an alternative relevant referee to allow for one reference to be available to the interviewing panel. If you are recommended for appointment we will require you to provide your current employer as a referee at that stage. If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require a reference from your last employer.

|  |  |
| --- | --- |
| **Contact Name** | **Contact Name** |
| **In what capacity do you know them?** | **In what capacity do you know them?** |
| **Job Title** | **Job Title** |
| **Address** | **Address** |
|  |  |
|  |  |
|  |  |
| **Telephone no** | **Telephone no** |
| *(The Email address is essential in order to speed up the recruitment process)* | *(The Email address is essential in order to speed up the recruitment process)* |
| **E-mail:** | **E-mail:** |
| **I agree to this reference being taken prior to any interview.****YES NO** | **I agree to this reference being taken prior to any interview.****YES NO** |

**PART B HR Ref: /**

# Post Details

|  |  |
| --- | --- |
| **Post applied for:** | **(For Teaching, Training or Assessing Posts only)** **DFE/IFL Number:****Current certificate – issue date:** |

1. **Employment History**

Please give details of your career history in date order starting with the most recent. You must list all employment, career breaks, periods of unemployment, education and voluntary work since leaving school - without any gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisations name** **and location** | **Dates to nearest month** | **Your role(s)** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

# Current or most recent employment/voluntary work

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address** **of organisation** | **Post held** | **Salary** | **Start/End dates** |
|  |  |  |  |
| **Length of notice** | **Reason for leaving** |
|  |  |
| **Brief summary of responsibilities and duties:** |

1. **Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Names of school(s) college(s) university or equivalent attended** | **From** | **To** | **Full or Part-Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Educational and professional/specialist qualifications and training relevant to this post.**

*Please use an additional sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Examining Body** | **Subject(s)** | **Level/Grade Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Additional Information

|  |
| --- |
| With this application form you will have received a **person specification and a job description** describing the skills and attributes we require for the post for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the post. It will help the shortlisting process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience. (If you are applying for a part time or variable hours post it would be helpful if you could indicate your general availability). Please complete on a separate sheet of A4 paper if required. No more than of 2 sides. |

# Data Protection Act 1998: Assurance of Fair Processing:

|  |
| --- |
| Personal data supplied on this form may be held on computerised and manual records. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details with your consent to organisations or individuals with whom we consult regarding human resource related matters, e.g. Occupational Health Advisor.We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |

# DECLARATION

I declare that, to the best of my knowledge and belief, the information given on this application form and any accompanying documents supplied is correct. I understand that any subsequent contract of employment with UTC Heathrow will be made only on this basis, and that, if I falsify or deliberately omit any relevant information this could result in disciplinary action including dismissal.

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be asked to provide the appropriate documentation.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

# □ Yes □ No Date