St Dunstan's College

Application Form for Employment
Teaching and Support Staff

Please complete all sections on this form.
If any sections do not apply to you, please enter 'not applicable'.
Please note CVs will only be considered when accompanied by a completed application form.

Application for the post of

First name	Title
Surname	
Address	
Postcode	Tel number
Mobile number	NI number
Email address	

Working in the UK

Are you eligible to work in the UK/EEA?   Yes ☐   No ☐

Do you require a work permit to work in the UK?   Yes ☐   No ☐

Where did you see this post advertised?

Teachers only

Teaching reference number [   ]   Date of qualification [   ]

Have you completed an induction year as an NQT?   Yes ☐   No ☐

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Employment history

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

Name of current/ last employer		Type of school & age range (if appropriate)		
Post held		Teaching subjects (if appropriate)		
Date appointed		Salary	Full time annual salary ☐	Part time hourly rate ☐
Reason for leaving		Date available to start		
Brief description of responsibilities				

Previous employment

From	To	Employer	Address	Post	Salary	Reason for leaving

Qualifications

Please give details of any qualifications and/or training that you have received below, which support your application.

Name of school/ college/university	From	To	Qualification(s) and grades Please add grades in parentheses and list multiple subjects as follows: GCE 'A' levels - Mathematics (A), French (B), Geography (A*)

Training

Please give details of any training that you have received below, which support your application.

Name of training provider	From	To	Details

Professional memberships/qualifications

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

Name of professional body	Qualification/membership and date

St Dunstan's College

Supporting statement and achievements

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

Supporting statement and achievements *(continued)*

Referees

Please give details of two referees, one of whom must be your current and/or last employer.
Please see guidance notes for more information.

Referee one *(your current or previous employer)*

If you are invited for interview may we approach this referee without further reference to you?

Yes ☐   No ☐

Name	
Job title	
Email	
Address	
Postcode	
Relationship to you	
Telephone number	

Referee two

If you are invited for interview may we approach this referee without further reference to you?

Yes ☐   No ☐

Name	
Job title	
Email	
Address	
Postcode	
Relationship to you	
Telephone number	

Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role.

Do you have a disability you wish us to know about at this stage?   Yes ☐   No ☐

If yes, please let us know what access requirements you may have.

Should you require any specific support or equipment at interview please let us know.

Declaration

Are you related to, or do you have a close personal relationship with, any current employee or Governor?

Yes ☐   No ☐

If yes, please state their name and the position they hold:

Name	Position

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The College may use the information you have supplied on this form to prevent and detect fraud.

Data Protection

The College processes personal and sensitive personal data (also known as 'special categories of personal data') and criminal records data in accordance with our data protection policy and privacy notices and in accordance with data protection laws.

Individuals whose information is held and processed by the College can be assured the information will be maintained in confidence and treated with all due care.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I authorise St Dunstan's College to check the information supplied and hold all such information in both paper and electronic formats.

If you are successful in your application you will be asked to sign this declaration.

Signature	Date
Print name	

Declaration

Before completing this form, please read the following notes carefully.

Disclosure and Barring and Childcare Disqualification

St Dunstan's College is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the College's privacy statement.

If you've lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?   Yes ☐   No ◯

If you are successful in your application you will be asked to sign this declaration.

Signature	Date
Print name	