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| Post applied for: |  | | | | | |
| How did you hear about the vacancy? |  | | | | | |
| Surname: |  | | | | Title: |  |
| Any former surnames used, including any maiden name: | |  | | | | |
| Forename/s: | |  | | | | |
| Date of Birth:  (for safer recruitment purposes only) | |  | | | | |
| Permanent Address: |  | | | | | |
| Post Code: |  | | | | | |
| Telephone No (Home): |  | | Telephone No (Work): |  | | |
| Mobile No: |  | | May we contact you at work? | Yes  No | | |
| E-mail: |  | | | | | |
| Do you hold a current full driving licence valid for driving in the UK:  Yes  No  Car  Motorcycle | | | National Insurance Number: |  | | |
| Are you eligible to work in the UK?  Yes  No | | | Date available to commence work: |  | | |
| Teacher or QTS Reference Number (if applicable): | | |  | | | |
| Are there any special requirements needed at interview or in your place of work? | | | | | | |
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| **Education, Qualifications and Training** | | |
| Senior School Name and Address and Dates Attended:  (mm/yyyy) | Qualifications Gained: | Grade and Date Awarded:  (mm/yyyy) |
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| Name and Address of College/University and Dates Attended:  (mm/yyyy) | Qualifications Gained: | Grade and Date Awarded:  (mm/yyyy) |
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| Current membership of Professional Bodies or institutions and details of other training courses relevant to the position being applied for (with dates of completion): |
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| **Employment History**  **Current or most recent** | | | | | | | | |
| Employer’s Name: | |  | | | | | | |
| Employer’s Address: | |  | | | | | | |
| Telephone No: | |  | | | Type of business: | |  | |
| Position held: | |  | | | Date appointed: (mm/yyyy) | |  | |
| Salary/Allowances: | |  | Part-time/ full-time? | | Date left if applicable: (mm/yyyy) | |  | |
| Reason for leaving and notice period: | |  | | | | | | |
| **Previous employment (in reverse chronological order i.e. starting with the most recent first)**  Please give details of all previous employment i.e. full and part time paid employment, self-employment, unpaid or voluntary work. Please make sure that any gaps in employment history are explained, with dates, i.e. care of children, travelling, career break, studying, etc. | | | | | | | | |
| Dates | | Name and address of employer and nature of business | | Position held | | Salary | | Reason for leaving |
| From:  (mm/yyyy) | To:  (mm/yyyy) |

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| Please provide explanations for any gaps in your employment history: | | | | | |
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| **Supporting Statement**  Please give reasons for making your application and outline how you meet the job requirements detailed in the Job Description and Person Specification. Your knowledge, skills or abilities may have been gained in a variety of ways e.g. work experience, spare time, activities or interests. | | | | | |
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| **Referees**  Please give the name, address and contact details of two people we could approach for references. One should be your present/most recent employer. Your referees should have knowledge of your work and character. References are not acceptable from relatives or from people writing solely in the capacity of a friend. | | |
|  | **First Referee** | **Second Referee** |
| Name (including title): |  |  |
| Organisation: |  |  |
| Occupation/Position/  Relationship to you: |  |  |
| Address  (Including Postcode): |  |  |
| Telephone No: |  |  |
| E-mail Address: |  |  |
| Type of Referee: | Character/Employment | Character/Employment |
| References are normally taken up before the job offer. If you have given your current employer as a referee, but do NOT wish us to take up that reference prior to job offer, please place a tick in the relevant box.    First Referee  Second Referee | | |
| **Additional Information** | | |
| **Please confirm if you have any family or close relationship to any existing employee, volunteer or Trustee at Wycliffe College. If so, please provide details below of who they are and how you know them.** | | |
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| **Safeguarding/Criminal Records**  Wycliffe College is committed to safeguarding and promoting the welfare of children and young people.  Applicants are asked for their date of birth in order to ensure that Wycliffe complies with its safer recruitment obligations by undertaking due diligence on career history.  All successful applicants will be required to complete a DBS Application Form and undertake an Enhanced Disclosure check with the Disclosure and Barring Service (DBS). An offer of employment will be conditional upon the College receiving an Enhanced Disclosure which the College considers to be satisfactory. If you have a criminal record this will not automatically debar you from employment, this will depend on the circumstances and background of your offences. Our Ex-Offenders and Security of Disclosure Information Policy is available on request and can be downloaded from the jobs page of the College website ([www.wycliffe.co.uk](http://www.wycliffe.co.uk)). Any information disclosed during the DBS process will be handled in accordance with the Code of Practice published by the DBS. | | |

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| **Declaration**  I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales), therefore all convictions, police cautions and bind-overs, including those regarded as “spent”, must be declared. I have not been disqualified from working with children, am not named on the ISA Children’s Barred List of individuals considered to be unsuitable for working with children. I am not subject to any sanctions imposed by a regulatory body (e.g. National College for Teaching and Leadership). (please tick as appropriate):  I have nothing to declare  I have attached details of any convictions, cautions or bind-overs (including driving offences) in a sealed envelope for the attention of the Human Resources Manager marked **CONFIDENTIAL** | |
| **Confirmation of identity and right to work**  Applicants invited to interview will be asked to provide the original certificates of their qualifications, any work permits and passport identification. | |
| **Data Protection and General Data Protection Act**  The information that you have provided as part of the application will be used for the purposes of recruitment and selection and will form the basis of your personnel record should you be appointed. The data will be stored securely and will only be used for the purposes originally intended. Information relating to unsuccessful candidates is retained for 6 months, thereafter it is destroyed as confidential waste. You are entitled to see any information held and to have any inaccuracies corrected. By signing this form you are giving your explicit consent for this sensitive data to be held and processed by the College.  Wycliffe’s recruitment and selection procedures follow the principles of the Data Protection Act 2018. | |
| ***I certify that the details I have provided are true and correct to the best of my knowledge.***  ***I understand that any false statement knowingly made, or the withholding of any relevant information may result in my application being rejected, the withdrawal of any offer of appointment, or the summary termination of employment.***  ***I consent to the College making direct contact with the people specified as my referees to verify any references.*** | |
| SIGNED: | DATE: |

**COMPLETED APPLICATION FORMS TO BE RETURNED TO:**

Human Resources Department

Wycliffe College,

Regent Street,

Stonehouse,

Gloucestershire,

GL10 2AD

or by e-mail to [hr@wycliffe.co.uk](mailto:hr@wycliffe.co.uk)

If you wish to contact the Human Resources Department our direct lines are 01453 820409/01453 852819

Wycliffe College is an Equal Opportunities Employer

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| **Equal Opportunities Monitoring** | |
| Wycliffe is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the job. In order to monitor the effectiveness of our Equal Opportunities Employment Policy, we request all applicants complete this form. It will not be seen by the staff responsible for short listing or interviewing. Forms for unsuccessful candidates are normally kept for six months and then destroyed as confidential waste. | |
| Post applied for: | |
| Surname: | |
| Forenames (in full): | |
| Sex: 🞎 Male 🞎 Female | Date of Birth: |
| **ETHNICITY**  Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic and cultural groups. UK citizens may belong to any of the groups shown. This classification is based on that used by the Commission for Racial Equality. | |
| Please tick the category that you feel best reflects your ethnic origin: | |
| 🞎 Bangladeshi  🞎 Chinese  🞎 Indian  🞎 Pakistani  🞎 Asian other (please specify)  ……………………….……………………………………… | 🞎 Black African  🞎 Black Caribbean  🞎 Black other (please specify)  🞎 White  🞎 Other (please specify)  ……………………………….……………………………………… |
| Signature  ……………………………………………………………………… | Date  …………………………………………………………………… |

Thank you for your co-operation – kindly return with completed application form