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| **Castle Donington College**  **Application Form for Support Staff** | |
| Post Applied for |  |

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| Surname |  | Previous Names |  |
| Forename/s |  | Title |  |
| Address |  | | |
|
| Postcode |  | | |
| Telephone |  | Mobile |  |
| Email Address |  | NI Number |  |

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| 1. **Present Employment** | | | |
| Post Title |  | Date Appointed |  |
| Employers Name |  | | |
| Employer Address |  | | |
|
| Salary |  | Allowances |  |
| Outline Key Responsibilities and Duties. | | | |

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| 1. **References** (One reference must be your current employer) | | | |
| Name |  | Name |  |
| Organisation Address |  | Organisation Address |  |
|
| Contact Number |  | Contact Number |  |
| Email |  | Email |  |
| Job Title |  | Job Title |  |
| Relationship to  Applicant |  | Relationship to  Applicant |  |

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| 1. **Education** | | | |
| **Establishment** | **Dates**  **start / end** | **Subject/s** | **Qualification and Grade** |
| **Secondary (11-16)** |  |  |  |
| **Further (16+)** |  |  |  |
| **Higher (18+)** |  |  |  |

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| 1. **Membership of Relevant Organisations** | | |
| **Date of Membership** | **Professional Body/Association** | **Membership Level** |
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| 1. **Relevant Professional Development / Training in the last 3 years** | | | | |
| **Date Achieved** | **Organising Body** | **Subject** | **Award** | **Duration** |
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| 1. **Previous Experience (Please include all paid, unpaid and voluntary work, most recent first)** | | | | |
| **Dates From / To** | **Employers Name & Address** | **Post Title** | **Reason For Leaving** | **Salary & Allowances, Unpaid or Voluntary** |
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Please add more lines if required

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| 1. **Break in Experience (If required please detail)** | |
| **Dates  From / To** | **Reason for Break** |
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| 1. **SUITABILITY FOR THE POST:** |
| **This section should be submitted via a separate supporting letter.**  Please outline in a letter of application, no more than two sides of A4, which sets out your experience to date and what you feel you can contribute to the post. Please ensure that your letter of application matches your philosophy, practice and experience to the items listed in the job and person specification. |

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| 1. **CONVICTIONS AND ‘SPENT CONVICTIONS OF A CRIMINAL NATURE** |
|  |
| A relevant check with the Disclosure and Barring Service is required for this post. The disclosure may reveal convictions regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. By signing this application form you provide your approval for an appropriate DBS check to be conducted. We undertake this on appointment and may do so periodically thereafter.  Do you have any criminal convictions? This includes sanctions imposed by the General Teaching Council (GTC) or National College  **YES / NO**  If Yes, please provide details of all convictions we are legally entitled to know about. You must include any relevant youth offences, military offences and police cautions. |

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| 1. **DISABILITY / HEALTH CONDITIONS** |
| The Equality Act 2010 defines disability as ‘*A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities*.’  **Do you consider yourself to be disabled? YES / NO** |
| Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application. |

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| 1. **DECLARATION** |
| * I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. * By signing this form I agree to Castle Donington College using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information. * I understand that if I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings, and this is discovered after appointment, I could be dismissed without notice. * I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made. |

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| Signature: |  | Date: |  |

**INFORMATION RELATED TO THE APPLICATION PROCESS.**

**PLEASE READ CAREFULLY.**

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| **DATA PROTECTION ACT** |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contact.  When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information used at Castle Donington College for the purposes of equality, monitoring, compiling statistics and maintaining other employment records. |

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| **EQUAL OPPORTUNITIES POLICY STATEMENT** |
| The College’s policy is to provide services fairly to all sections of the community and to give equal treatment to its employees and service users regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race (including colour, nationality and ethnic background), religion, sex.  The College promotes the elimination of discrimination and complies with the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended), Human Rights Act 1998, Immigration and Asylum Act 1999, Disability Discrimination Act 1995, together with relevant Codes of Practice and European Directives. The Equal Opportunities Policy takes account of the Equality Act 2010.  The College is committed to achieving the highest level of the Equality Standard for Local Government.  All College employees and those acting on behalf of the College are responsible for implementing the policy and have a continuing duty to challenge all forms of discrimination. |

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| **RECRUITMENT AND SELECTION MONITORING** |
| In order to ensure that the College’s equal opportunity policies are effective, it is important to collect information on the age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race (including colour, nationality and ethnic background), religion, sex of all applicants. Your assistance in completing this section is greatly appreciated as it helps us to improve our policies and practices.  The information that you provide on the attached form will not be used by those involved in the selection procedure. It is for statistical purposes only and will be separated from the main application on receipt and before consideration of candidates takes place. This information will remain confidential but, should you be appointed, may become part of your personal record. |

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| **Equal Opportunities Monitoring Form** |

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| Application for post of |  |

We promote an environment in which diversity is recognised, valued and encouraged. We seek to ensure employees are treated fairly and without favour or prejudice. Please provide us with the information requested below to help us monitor equal opportunities in our organisation.

Information is anonymous and remains confidential. We will store and use it in accordance with data protection principles. It will only be used for the purposes of monitoring equal opportunities. You are under no obligation to answer any particular question.

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| Date of birth (DD/MM/YYYY): |  | Age |  |

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| --- | --- | --- | --- |
| Gender: | Male | Female | Transgender |

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| Do you consider the post to be a promotion? | YES / NO |

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| Religion |  |

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| Ethnic Origin | | | | | | | | | |
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| White British |  | *WB* | Other Mixed background |  | *MO* | Black Caribbean |  | *BC* |  |
|  | | | | | | | | | |
| White Irish |  | *WI* | Indian |  | *AI* | Black African |  | *BA* |  |
|  | | | | | | | | | |
| White Other |  | *WO* | Pakistani |  | *AP* | Other Black background |  | *BO* |  |
|  | | | | | | | | | |
| White & Black Caribbean |  | *MC* | Bangladeshi |  | *AB* | Chinese |  | *OC* |  |
|  | | | | | | | | | |
| White & Black African |  | *MB* | Other Asian background |  | *OA* | Any other |  | *OT* |  |
|  | | | | | | | | | |
| White & Asian |  | *MA* |  | | | | | | |
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| Disability |
| The equalities Act 2010 defines a disability as a ‘*physical or mental impairment which has substantial and long term effect on a person’s ability to carry out normal day to day activities’*  Do you consider yourself to have a disability? **YES / NO** |

September 2021