

**APPLICATION FORM**

|  |  |
| --- | --- |
| **POST DETAILS** | |
| Post title: |  |
| Post no: |  |
| **PREFERENCES** | |
| If there are alternative locations, hours, days or grade options for this post, please indicate below the options you wish to be considered for: | |
|  | |
| **PERSONAL DETAILS** | |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Address including postcode: |  |
| Home Telephone Number |  |
| Work Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Date of birth: |  |
| National Insurance Number: |  |
| Period of notice required in current post: |  |

|  |  |  |
| --- | --- | --- |
| Do you have a family or close relationship to a member of the RDUTC staff or a member of the RDUTC Board or Governing Body? |  | |
| If yes, please give name(s) and relationship: |  | |
| Do you hold a full valid driving licence? |  | |
| Do you have the use of a car? |  | |
| Do you have, or have you had in the last 5 years, any of the following driving convictions? | Dangerous/reckless driving (code DD) |  |
| Driving whilst under the influence of drink/drugs (code DR) |  |
| Unlawful taking / Stealing (code UT) |  |
| Failing to Stop / Failing to report an accident (code AC) |  |
| Disqualification from driving for ANY offence (including totting up) |  |
| Please specify any other driving conviction within the last 5 years: |  | |

# RECORD OF ALL PREVIOUS EMPLOYMENT

This must be a **FULL** RECORD OF EMPLOYMENT FROM LEAVING SCHOOL. Please leave no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employment. It is especially important that reasons for leaving are given fully.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post Title** | **Name and**  **Address of**  **Employer** | **Salary** | **Key Duties** | **From/To** | **Reason for leaving** |
|  |  |  |  |  |  |

# EDUCATION AND TRAINING

Please enter your Education details below. Enter qualifications obtained and subjects passed with date in each case. If degree, state whether honours and give class and subjects. (If a course of full-time study for a degree extended beyond a period of three years, please state whether this was the normal period of the course).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School, College, University, Other body** | **Full or part time** | **From** | **To** | **Qualification, Subject, Grade/Class** | **Date Obtained** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications other than a degree entitling you to rank as a graduate for salary purposes or if specifically recognised by the Department for Education. Please give details with dates: |  | |  |
| Training courses attended in the last four years: |  | |  |
| **Course Name** |  | **Date** | **Duration** |
|  |  |  |  |

|  |  |
| --- | --- |
| State any activities, not mentioned above, educational, sporting or extra-curricular, in which you have taken particular interest. Ability to play any musical instrument should be noted: |  |

# SUPPORTING STATEMENT

Please state the personal qualities, skills and experience that make you suitable for this post and how you meet the requirements on the employee specification. Continue on a separate sheet if necessary.

|  |
| --- |
|  |

# IMPORTANT NOTICES TO APPLICANTS

This post is exempt from the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemptions) Order 1975 as amended. Applicants must declare all convictions, cautions, reprimands or final warnings which for other purposes are “spent” under the provisions of the Act. However, offences which have been removed due to rules for filtering old or minor offences and are now ‘protected’ need not be declared. Further information on the filtering of offences is available at https://www.gov.uk/government/publications/dbs-filtering-guidance

Any information given will be completely confidential and will be considered only in relation to your application for this post. Any disclosure information revealed will be discussed with you prior to a recruitment decision being made. In the event of employment, any failure to disclose such information could result in dismissal or disciplinary action.

All criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice, a copy of which can be supplied on request.

**A criminal record will only bar you from working with us if the circumstances and background of your offence(s) are incompatible with the duties of the post.**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that are not  ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended? | |  | |
| If you have answered YES above, please state the nature of offence(s) and the date and place of the offence(s). | |  | |
| Any other names you have used with dates of usage e.g. maiden name, former marriage, change by deed poll: | |  | |
| **DISCIPLINARY RECORD** | | | |
| Please give details of any/all disciplinary action taken against you by any employer. You need not include action taken as the result of an allegation that was proven false, unsubstantiated, unfounded or malicious. Give a brief outline of the issue, process and the outcome: | |  | |

# REFERENCES

Please give details of two employment referees, **one of whom must be your present or most recent employer**. References are not accepted from relatives or friends writing solely in this capacity. Referees will be asked about your performance and by providing their details you are consenting to this. Ron Dearing UTC reserves the right to contact any current or previous employer after interview. **PLEASE ENSURE YOU GIVE TWO REFEREES**

|  |  |
| --- | --- |
| **Referee 1** Name: |  |
| Position: |  |
| Organisation: |  |
| Address including postcode: |  |
| Telephone number: |  |
| Email: |  |
| **Referee 2** Name: |  |
| Position: |  |
| Organisation: |  |
| Address including postcode: |  |
| Telephone number: |  |
| Email: |  |
| **Referees will normally be contacted before interview. Please indicate here if you do not wish this to happen:** |  |

|  |  |
| --- | --- |
| **WHERE YOU SAW THE VACANCY ADVERTISED** | |
| Please state where you saw this vacancy advertised: |  |

# COMMITMENT TO EQUALITY OF OPPORTUNITY

Ron Dearing UTC will ensure that no job applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities.

Applications from job seekers who require Tier 2 (skilled worker) sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as Ron Dearing UTC is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. Applicants from outside the EEA can find out more about sponsorship and self-assess the likelihood of obtaining a Certificate of Sponsorship for this post by visiting the UK Border Agency website at www.ukba.homeoffice.gov.uk

# SAFEGUARDING INFORMATION

Ron Dearing UTC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment.

In addition to candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including motivation to work with children.

Referees will be asked about disciplinary action, excluding that resulting from an allegation proven false, unsubstantiated, unfounded or malicious, and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact. Any relevant issues arising from references will be discussed at interview.

If you are the preferred candidate, a Disclosure & Barring Service disclosure will be obtained before an offer of appointment is made.

# GENERAL INFORMATION

This application will be treated in the strictest confidence. Ron Dearing UTC reserves the right to verify claims made in this application. Canvassing of any member of Ron Dearing UTC staff or member of a Governing Body will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to a member of Ron Dearing UTC staff or member of a Governing Body will be disqualified from appointment.

Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.

# DECLARATION BY APPLICANT

In completing this form, I give my permission for this data (excluding workforce monitoring information) to be used in the recruitment process to arrive at a selection decision and to be held and used for the purpose of compliance with Ron Dearing UTC policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns as defined under data protection legislation. Should I be unsuccessful this will be for a period of six months. Should I be successful I understand that the data will form the basis of my personnel file.

I agree that during the course of any employment I will inform the Principal immediately of any new conviction, caution, reprimand or final warning for a criminal offence (other than minor road traffic and parking offences).

**I certify that the contents of this application are, to the best of my knowledge and belief, a true statement.**

**I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body relating to this type of work. I am not on List 99 or the DBS Barred Children List (the lists of people whose employment with children is prohibited or restricted).**

**I have declared any existing convictions, cautions reprimands or final warnings which are not ‘protected’.**

**Signature: Date:**

# WORKFORCE AND DISABILITY MONITORING

**We are committed to recruiting a diverse workforce to make us a strong and successful school. We are passionate about not only recruiting but supporting and retaining employees with a disability. To ensure we deliver our commitments we need to ask whether you have a disability for the following reasons:**

* **So we can give you information about the support available at work.**
* **So you are given the chance to be consulted about things that might affect you.**
* **Because we are committed to identifying and tackling barriers to employment.** • **Because every year we have to inform the government as part of our statutory responsibilities how many people with disabilities we employ.**

**You need not be registered disabled or in receipt of any benefit for your condition to count as a disability.**

***These details will enable the school to meet its statutory obligations and will not be used to make selection decisions. This section will be removed from the application form and used for monitoring purposes and to offer support at interview.***

**Name:**

**Post Number: Post Title:**

**Are you willing to disclose your disability status?**

**Do you have any of the following conditions (whether diagnosed or not)?**

**Physical Conditions;** (Back, neck or limb problems, mobility problems, day to day lifting difficulties, manual dexterity, continence, diabetes, stomach, liver, kidney or digestive problems, progressive illnesses, e.g. Multiple sclerosis, HIV, heart disease/high blood pressure, those with cancer or surviving cancer)

**Sensory Conditions;** (Hearing, colour blindness, speech impairment, partial sight, but not eye conditions corrected by glasses)

**Other Conditions**; (if clinically recognised e.g. depression, learning disability, dyslexia, autistic spectrum, Asperger’s syndrome, eating disorders, cluster headaches, agoraphobia) **Please give details of your condition(s):**

**Please tell us about any support, help or specific equipment, aides or adaptations you would need at interview:**

|  |  |  |
| --- | --- | --- |
| **Age group** | Under 25 | 45-54 |
|  | 25-34 | 55-64 |
|  | 35-44 | 65 or over |
| **Gender** | Female | Male |
| **Marital status** | Married/Civil Partner | Widowed/Surviving Civil Partner |
|  | Single | Divorced/Civil Partnership Dissolved |
|  | Separated | Co-habiting |

**My ethnic origin is:**

|  |  |
| --- | --- |
| **White** | **Mixed** |
| British | White and Black Caribbean |
| Irish | White and Black African |
| Any other white background | White and Asian |
| (please give details) | Any other mixed background(please give details) |
| **Asian or Asian British** | **Black or Black British** |
| Indian | Caribbean |
| Pakistani | African |
| Bangladeshi | Any other black background |
| Any other Asian background (please give details) | (please give details) |

**Chinese or Other ethnic group**

Chinese

Other (please give details)

**Do you need any support, assistance or translation help due to a communication barrier e.g.**

**literacy skills or English is not your first language?**

**Right to work in the UK**

The Immigration, Asylum and Nationality Act 2006 places a duty on all employers to prevent illegal working and requires that employers confirm the right to work in the UK before making an appointment. To assist with this, please give your nationality:

# MEDICAL DECLARATION

If you are the preferred candidate and have indicated that you may need aids or adaptations to the workplace or work arrangements, you will be sent a more detailed Health & Medical questionnaire so Occupational Health can provide advice on how to support you in the workplace.

Any false statement or withholding of relevant information may result in dismissal or the withdrawal of an offer of appointment.

1. Do you have any medical conditions or physical limitations that would require any adjustments in the workplace?
2. If this post requires you to drive, do you have any medical conditions or physical limitations which could affect your ability to drive?