

# Application Form

**Position applied for:**

## Section 1: Personal details

Title: Forenames: Surname:

Dr/Mr/Mrs/Miss/Ms

Date of birth: Former name:

Preferred name:

Teacher registration number (if applicable): National Insurance number:

Address: Telephone number(s):

Home:

Work:

Mobile:

Email address:

Are you eligible for employment in the UK? Yes  No

Please provide details:

Do you have Qualified Teacher status? Yes  No

Have you read the College's Child Protection and Safeguarding policy? Yes  No

**Section 2: Sanctions, restrictions and prohibitions**

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? Yes  No

Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent College? Yes  No

Have you ever been the subject of a direction under section 142 of the Education Act 2002? Yes  No

**If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet at the end of the document.**

**Section 3: Education (Please start with most recent)**

Name of College/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	DDMMYYYY				
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				

## Section 4: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

## Section 5: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended  
(if applicable):

Current salary / salary  
on leaving:

Do you / did you receive any employee benefits?

Yes

No

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

**Section 6: Previous employment and / or activities since leaving secondary education.**

**Begin with the most recent. Please continue on a separate sheet if necessary**

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

## Section 7: Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

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## Section 8: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

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## Section 9: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the College for the purposes of enriching its extra-curricular activity.

## Section 10: Criminal record

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children's Barred List check, for all positions at the College which amount to regulated activity. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form). If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the College's objective assessment procedure set out in the College's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below.

**Before doing so please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? Yes  No   
**You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).**

Is there any relevant court action pending against you? Yes  No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

## Section 11: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The College intends to take up references on all shortlisted candidates before interview. The College reserves the right to take up references from any previous employer.

If the College receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the College may take up references from your overseas employers. The College may also telephone your referees in order to verify the reference they have provided.

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### Referee 1

Name:

Organisation:

Address:

### Referee 2

Name:

Organisation:

Address:

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Telephone number:

Telephone number:

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Email address:

Email address:

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Occupation:

Occupation:

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Relationship with you:

Relationship with you:

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May we contact prior to Interview?

Yes  No

May we contact prior to interview?

Yes  No

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In order to comply with the GDPR, we need your consent when obtaining employment references about you, by completing this section you are giving your consent to our contacting the referees you have indicated above in this application form.

## Section 12: Recruitment

It is the College's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the College's Child Protection and Safeguarding Policy is available for download from the College's website. Please take the time to read it.

If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

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### How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).



## Section 13: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the College processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the College making direct contact with the people specified as my referees to verify the reference.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf"), ".docx", ".doc" form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

**APPENDIX 1 Spent convictions and the DBS filtering rules**

<b>Sentence</b>	<b>Rehabilitation period</b> (in all cases the period commences from the date of the conviction)	
	<b>Aged over 18 at the time of the conviction</b>	<b>Aged under 18 at the time of the conviction</b>
Prison sentence of more than 4 years		
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

**Prison sentences of more than two and a half years are never considered spent.**

## Appendix 1 (continued)

### Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>