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| Applicant No:  *For HR use only* |  |



# APPLICATION FORM FOR OPERATIONAL STAFF

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| **Post applied for:** |

*Please note that page 3 of this application will not be used to make selection decisions; this page will be removed before consideration by the shortlisting panel.*

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| **Personal details** | | | |
| **Surname:** |  | **Title:** |  |
| **Forename(s)** |  | **Previous surname:** |  |
| **Address:** |  | **Telephone numbers:** | **Home:** |
| **Work:** |
| **Mobile:** |
| **Post code:** |  | **Email:** |  |
| **Do you need a work permit to work in the U.K.? Y/N** | | **Nat. Ins No.:** |  |

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| **Disclosure of criminal records** | |
| All applicants who are offered employment, in positions classed as regulatory activity, will be subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) including a Children’s Barred List check. This will include details of unprotected cautions, as well as convictions.  Employment with the MAT is conditional upon the MAT being satisfied with the result of the Enhanced DBS disclosure. Any information disclosed will be handled in accordance with DBS guidance and code of practice.  It is unlawful for the MAT 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 MAT.  Due to the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Applicants are, therefore, required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions or cautions, as defined under the above Act.  The only exception to this requirement is that applicants do not need to disclose any ‘protected’ cautions or convictions as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) England and Wales) Order 2020.  Guidance and criteria on the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>  **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**  In the event of employment any failure to disclose unprotected convictions or cautions could result in the withdrawal of your job offer or disciplinary action, which may lead to your dismissal from the MAT.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  YES ☐                              NO ☐  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  YES ☐                              NO ☐  If YES, please give details and date(s) on a separate sheet and place it in a sealed envelope marked  ‘Private and Confidential – FAO the Human Resources Team’ | |
| **Signed** | **Date** |

Equal Opportunities Monitoring

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| King Edward VI College celebrates diversity and aims to recruit from as diverse a range of staff as possible. Please complete this form as fully as possible so that we can monitor and improve the implementation of our Equality and Diversity policy.  The answers you provide in this section will be treated in the strictest confidence. They will only be used for statistical monitoring, except in the case of disability which will be used to identify reasonable steps we can take to help you through the selection process. This form will be separated from the application form before the short-listing and interview processand will not be available to the selection panel, or to staff should you be appointed. We appreciate you may be unfamiliar with divulging this type of information and we give our assurance that only the HR staff has access to this information which is used for monitoring purposes only. For confidential advice please call the HR team on 01384 398100. |

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| **I would declare my cultural and ethnic origin as:** | |
| □ Asian or Asian British - Indian  □ Asian or Asian British - Pakistani  □ Asian or Asian British - Bangladeshi  □ Asian or Asian British - Any Other  □ Black or Black British -  □ Black or Black British - Caribbean  □ Black or Black British - African  □ Black or Black British - Any Other  □ Chinese  □ Mixed - White & Asian  □ Mixed - White & Black African  □ Mixed - White & Black Caribbean  □ Mixed - Any Other | □ White - British  □ White – Irish  □ White – Any Other  □ White - Other European  □ Any Other – Gypsy, Traveller, Roma  □ Any Other – Arab  □ Prefer not to say  □ Any Other  □ Not Known |

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| **Do you consider yourself to be disabled (i.e. a health problem that has a substantial effect on your ability to carry out normal day to day activities and which has lasted, or is likely to last, for at least 12 months)?** | |
| * Yes – prefer not to disclose category * Yes – physical impairment * Yes – learning difficulty | * Yes – mental ill health * No * Prefer not to say |

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| **My sexual orientation is:** | |
| * Heterosexual * Gay or Lesbian * Asexual | * Bisexual * Prefer not say * Other, Please specify: |

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| **My religion or belief is:** |
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| **My gender is:** | Male | Female |

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| **My age is:** | Under 20 | 21 - 30 | 31 - 40 | 41 - 50 | 51 - 60 | 61+ |

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| **Post applied for:** |

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| **Present or most recent appointment** | |
| **Name and address of employer:**  **Post code:** | **Job title:**  **Date appointed:**  **Full-time or part-time:** |
| **Main Duties:** | |
| **Present salary: £ per annum** | **Period of notice required by your present employer:**  **Reason for leaving:** |

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| **Previous employment experience**  **Please list most recent first and include all periods of unemployment** | | | | |
| **From** | **To** | **Employer** | **Job title**  ***State whether full or part-time*** | **Reason for leaving** |
| **d/m/y** | **d/m/y** |
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| **Current membership of professional bodies** |
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| **Details of education and training** | | | |
| **Schools, colleges and**  **universities attended** | **Dates attended**  **(full or part-time)** | **All examinations taken/ to be taken with dates** | **Result (include grade/classification)** |
| **School:** |  |  |  |
| **College/University:** |  |  |  |

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| **Staff development and training during the past two years** | |
| **Dates** | **Description** |
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| **Other relevant interests (e.g. voluntary work)** |
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| **Supporting statement: maximum length 2 pages, font 11** |
| Please submit a supporting statement, containing any further information relevant to this appointment. Include a statement of personal qualities and experience relevant to the post, and how the person specification is met. Please note that we do not accept CVs. |
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| **References** | | | | | |
| Please provide name, job title, address and daytime telephone numbers of two people to whom reference may be made prior to interview, including your present employer if you are currently employed, or most recent employer if you are not in employment. Please give e-mail addresses if known.  Current and/or previous employers as appropriate will be contacted for a reference prior to the interview and will include questions regarding any current disciplinary sanctions, any expired sanctions or allegations/concerns (that relate to the safety and welfare of children and young people) and verification of experience and qualifications. If you do not wish us to contact the referee **prior** to interview mark the box with ‘x’. | | | | | |
| |  | | --- | |  |   **Name**  **Address** | | | |  | | --- | |  |   **Name**  **Address** | | |
| **Telephone:** |  | **1** | **Telephone:** |  | **2** |
| **E-mail:** |  | **E-mail:** |  |
| **Job title:** |  | **Job title:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

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| **Other Information** |
| **If you are related to any employee, ex-employee, governor or trustee of the College, please give name and relationship:** |
| **If you have applied for an appointment with the College before, please give date and brief details of last application:** |

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| **Where did you see this post advertised?** |
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| **Declaration** | |
| I declare that the information given in this application and in all other supporting papers is correct to the best of my knowledge.  I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to disciplinary action which may include dismissal from the post. I declare that my name is not on the Barred List for children, or adults where relevant, and I am not subject to sanctions imposed by a regulatory body. I agree to make an application for a DBS check. Alternatively, I subscribe to the DBS update service, and give my permission for my DBS record to be checked by the College.  The information collected on this form will be used in compliance with General Data Protection Regulation (GDPR). By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to occupational health, pensions and payroll provider, the Department for Education and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the selection process. When the selection process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this process in which case this application form will be retained as part of your personnel record.  I understand that if I am offered employment at King Edward VI College it will be subject to satisfactory medical clearance.  Electronic submission of this form indicates your agreement to this declaration and the successful candidate will be required to sign and date the form on appointment. | |
| **Signed** | **Date** |

**Once completed, please return to: HR@kedst.ac.uk**