 St. John Rigby College

Application for Employment

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| **Post Applied For** |  |

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| **PERSONAL DETAILS**  Personal information will not be made available to those involved in the shortlisting process. | | | | | |
| **Surname** |  | | **Title** | |  |
| **Forename(s)** |  | | | | |
| **Previous Surname(s)** |  | **Date of Birth** | |  | |
| **N.I. Number** |  | **DFES Number** | |  | |
| **Address** |  | | | | |
| **Postcode** |  | **Email address** | |  | |
| **Telephone (home)** |  | **Telephone (mobile)** | |  | |
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| **REFEREES** | | | | | |
| Please give the names and addresses of two people, one from your current employer and one from your last employer, who can be consulted regarding your suitability for the post. References will normally be taken up prior to the interview. Please indicate if you do not want either reference to be taken up at this stage. | | | | | |

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| **Name and Address** | | | **Name and Address** | | |
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| **Email address** |  | | **Email address** |  | |
| **Contact before interview Yes / No** | | | **Contact before interview Yes / No** | | |
| **Telephone No** |  | | **Telephone No** |  | |
| **Occupation** |  | | **Occupation** |  | |
| **Are you related to, or have a close relationship with a member of staff or Governor of the College?** | | | | **Yes** | **No** |
| If Yes, please state to whom and how you are related | |  | | | |

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| **Have you ever been dismissed from any previous employment due to misconduct or incapability?** | **Yes** | **No** |
| If yes, please give details | | |

**Surname** **………………………………………………………………………………………………………………………. Our Reference**…………………..

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| **Post Applied For** |  |

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| **EDUCATION AND TRAINING**  **Please list in chronological order details of your education, listing all secondary schools, colleges and universities attended. You should include all subjects studied and grades obtained from the age of sixteen. Evidence of these qualifications will be required at interview.** | | | | |
| **Establishment Name** | **From** | **To** | **Subjects and Grades** | **Awarding Body** |
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| **TEACHING / EDUCATION MANAGEMENT EXPERIENCE**  **Please tell us about your work history, starting with your present or most recent employment, including any part-time, casual or voluntary work.** |

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| **CURRENT EMPLOYMENT** | | | |
| **Employer** |  | **Position** |  |
| **Start Date** |  | **Salary** |  |
| **Hours per week** |  | **Notice Period** |  |
| **Description of Duties** |  | | |
| **Reason for Leaving** |  | | |

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| **PREVIOUS TEACHING POSTS** | | | | | |
| **Employer** | **Position** | **State subjects and levels taught, any management responsibility and reason for leaving** | **Hours per week** | **From / To**  **(Month and Year)** | |
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| **PREVIOUS NON -TEACHING POSTS** | | | | | |
| **Employer** | **Position** | **Experience gained and reason for leaving** | **Hours per week** | **From / To**  **(Month and Year)** | |
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| **VOLUNTARY WORK** | | | | | |
| **Organisation** | **Role** | **Experience gained** | **Hours per week** | **From / To**  **(Month and Year)** | |
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| **Please list details of any research experience, publications, examining for awarding bodies or memberships of professional bodies relevant to this post.** |
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| **Please give details of any time not accounted for elsewhere on this application form** |
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| **SUPPORTING STATEMENT** |
| **You should include a statement in support of your application, indicating how you meet the criteria outlined in the person specification. You should include this as a separate statement which should be no more than two sides of A4 in length. Please ensure that this statement is attached securely to your application.** |

**Surname** ………………………………………………………………………………………………………………………….. **Our Reference**…………………..

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| **DECLARATION** |

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| **OTHER INFORMATION** |
| This section will be separated from your application on receipt and kept securely during the recruitment process. It will not be seen by the staff responsible for shortlisting. |

**Immigration, Asylum and Nationality Act (2006)**

In accordance with the Immigration, Asylum and Nationality Act 2006, the College requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

**I confirm that I am legally entitled to work in the UK**

**Safeguarding Vulnerable Groups Act (2006)**

The College is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List**

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered ‘spent’ under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. Please note that where a role involves engaging in regulated activity to children, it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the Disclosure & Barring Service**

**Disclosure**

A candidate for any appointment with the College must state below any known relationship to any member of the College, Governing Body or related to an employee of the College when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to any member of the Governing Body** **or existing employees of the College?**   **Yes**  **No**

**If YES, give details:**

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| **I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**  **Signed:**       **Date:**  **BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.** |

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| **EXAMINATION RESULTS** |
| **All experienced teachers, those not in their first year of teaching, must include all examination success, value added and retention rates for all examination classes taught for the last three academic years.** |

**GCSE, AS and A2 RESULTS**

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| **Course and Level** | **Year** | **Group Size** | **Retention Rate** | **%**  **A/B** | **%**  **A-E** | **Value Added Band** | **ALPs / ALIS** | **Any other relevant information about this group** |
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Further information in support of examination results

**Signed ……………………………………………………………………………………………………….(NAME)……………………………………………………………**

**FOR TEACHING STAFF ONLY**

**BTEC RESULTS**

Please fill in the details of class results taught by you in the past three years.

For column 1, give the year of qualification, i.e. 2014

For column 2, use C=Certificate, SD=Subsidiary Diploma, D=Diploma, ED=Extended Diploma

For column 3, use level 1, 2 or 3.

For grades achieved, give percentage of high grades and percentage pass rate.

High grades include any student gaining a distinction in the final grade.

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| **1** | **2** | **3** | **Group Size** | **% High Grades** | **% Pass Rate** | **Any other relevant information about this group** |
| **Year** | **Group** | **Level** |
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Further information in support of examination results

**Signed ……………………………………………………………………………………………………….(NAME)……………………………………………………………**



**EQUAL OPPORTUNITIES**

**MONITORING FORM**

At St John Rigby College we recognise the potential to transform people’s lives and welcome a diverse range of students and staff to the College community. We embrace the challenge to make a positive difference to the culture of the College and beyond, where opportunities to excel are available to all. We continue to strive to create a College that is inclusive at all levels and in every system and process. Our vision for diversity remains as clear and consistent as always: to become a motivated and diverse College community, where staff and students demand the highest standards from each other and work together to maximize the benefits of difference.

Our Equality and Diversity and associated action plan enables us to continue to take a long-term strategic approach to diversity and inclusion, whilst retaining the ability to deliver focused actions to improve the experience and perceptions of specific diverse groups.

This strategic document is our response to the Equality Act 2010 and ensures that St John Rigby College complies with the principles and requirements of the Equality Act 2010.

In order to ensure the effectiveness of our policy, in relation to our recruitment and selection of staff, all applicants are requested to complete this form.

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| **Name of Applicant** | **Position applied for** |
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| **Gender** | | | | | | |
| Man |  | Woman |  | Prefer not to say |  | If you prefer to self-describe, please use your own term here: |

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| **Marital Status** | | | | | | | |
| Single |  | Married / Civil Partnership |  | Divorced |  | Widowed |  |
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| **Age** | | | | | | | | | | | | | | | | | |
| 16-24 |  | 25-29 |  | 30-34 |  | 35-39 |  | 40-44 |  | 45-49 |  | 50-54 |  | 55-59 |  | 60-64 |  |
| 65+ |  | Prefer not to say | | |  |  | | | | | | | | | | | |

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| **What is your ethnicity?** |
| Ethnic origin is not about your nationality, place of birth or citizenship. It is about the group to which you believe you belong. Please tick the appropriate box: |

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| **White** | | | | | | | | | | | | | | |
| English |  | Welsh |  | Scottish |  | Northern Irish | | |  | Irish |  | British |  |  |
| Gypsy or Irish Traveler | | |  | Prefer not to say | | |  |  | | | | | | |

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| **Mixed / multiple ethnic groups** | | | | | | |
| White and Black Caribbean |  | White and Black African |  | White and Asian |  |  |
| Prefer not to say |  | Any other mixed background, please write here: | | | | |

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| **Asian / Asian British** | | | | | | | | |
| Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  | Prefer not to say |
| Any other Asian background, please write here: | | | | | | | | |

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| **Black / African / Caribbean / Black British** | | | | | | |
| African |  | Caribbean |  | Prefer not to say |  |  |
| Any other Black/African/Caribbean background, please write here: | | | | | | |

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| **Other ethnic group** | | | | |
| Arab |  | Prefer not to say |  | Any other ethnic group, please write here: |
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| **What is your sexual orientation?** | | | | | | | | |
| Heterosexual |  | Gay |  | Lesbian |  | Bisexual |  | Prefer not to say |
| If you prefer to use your own term, please specify here: | | | | | | | | |

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| **What is your religion or belief?** | | | | | | | | | | | | | |
| Christian Catholic |  | Christian – other denomination | | |  | | Buddhist | |  | Muslim |  | Jewish |  |
| No religion or belief |  | Sikh |  | Prefer not to say | |  | |  | | | | | |
| If other religion or belief, please write here: | | | | | | | | | | | | | |

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| **Do you consider yourself to have a disability or health condition?** | | | |
| Definition of Disability - The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.' Long  term, in this context, means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.  We are committed to the employment and career development of people with disabilities. To demonstrate our commitment, we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the criteria for the post. | | | |
| Do you have a disability as defined by the Equality Act? | | | |
| Yes |  | No |  |
| If you have answered Yes to the above question: | | | |
| Please let us know if there are any reasonable adjustments we need to consider making if you are invited to interview for this post, for example access to interview rooms, alternative equipment, hearing loop etc. | | | |
| Please inform us of any reasonable adjustments we would need to consider if you were successful following interview. | | | |

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| **Recruitment Source - Please state how you saw this vacancy advertised or how you became aware of it.** | | | | | | |
| Times Educational Supplement |  | Job Centre |  | College Website | E-teach / FE Jobs |  |
| Word of Mouth – please state |  | | Other publication – please state | | | |

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| **Signature** | **Name** | **Date** |
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