winstanley college

#### STAFF APPLICATION FORM

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

All information in this application will be treated as confidential

PLEASE PRINT CLEARLY IN BLACK INK

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| **1. PERSONAL DETAILS:** | |
| Surname:  Salutation: Mr/Mrs/Miss/Ms/Dr/Other (please state)  (delete as appropriate)  First Name(s): | Previous Surname:  Previous First Name: |
| Address for correspondence: | Home telephone number:  Mobile telephone number:  E-Mail address:  Work telephone number:  May we telephone you at work? Yes/No |
| DFES Number: | IFL / GTC  Registration Number: |
| NI Number: | If you are not a UK national, do you have a valid work permit?    Yes No |

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| **2. DECLARATION**  I certify that to the best of my knowledge the information given in this application is factually correct and I understand that discovery of any false information may, in the event of my employment, result in dismissal or disciplinary action by the College. I understand that should my employment begin before my references and police clearance have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice. | |
| **2.1 DECLARATION**  **I** certify that the information I have declared in section 8, Policy on the employment of people with a criminal record is factually correct and I understand that discovery of any false information may, in the event of my employment, result in dismissal or disciplinary action by the College. | |
| **Signed: ……………………………………………………………………. Date:** | |
| **2.3 For Teaching posts only**  I certify that the information contained in this form is a correct record and understand that falsification of any details  would lead to my application/appointment being revoked. I give my permission to any information contained herein,  together with supplementary documentation provided by me as part of my application, being processed in accordance  with the data protection regulations currently in force. | |
| Signature: ……………………………………………………… Date: …………………………… | |
| **3. POSITION APPLIED FOR:**  Please indicate if you wish to apply for full or part-time  (**if part-time specify the % or hours**) |  |
| **AS ADVERTISED IN:** |  |

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| 4. EDUCATIONAL QUALIFICATIONS Please give details of your education, listing secondary schools, colleges and universities attended beginning with the most relevant. Please include membership of relevant professional institutions/bodies where applicable. Evidence of qualifications will be required. | | | | |
| General Education  From To | | School, College or University | Examinations taken  or to be taken (with dates) | Qualifications obtained (include grade and/or class of degree) |
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| **5. TEACHING QUALIFICATIONS Please tick appropriate box.** | | | |
| **Examining Body/Institution** | **Qualification Awarded** | **Grade/Level Awarded** | Date Awarded |
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| 6. CONTINUING PROFESSIONAL DEVELOPMENT Please give details of relevant courses attended or professional training received or qualifications (with dates) | |
| Course | Date |

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| **7. EMPLOYMENT HISTORY**  **CURRENT EMPLOYMENT** | | | | | | | | |
| Name and address of present employer: | | | | | | | | |
| **Position held** | | **Start date** | | **Length of notice required** | **Current Salary** | **Please state reason for leaving this post** | | |
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| Please give a brief description of your duties and responsibilities: | | | | | | | | |
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| 8. PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary) | | | | | | | | |
| **Date From/To** | **Employer** | | **Position (and brief responsibilities)** | | | | **Salary** | **Reason for Leaving** |
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| 9. DETAILS TO SUPPORT APPLICATION Please say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work, hobbies and interests. To help you complete this section, please refer to the role and person specification (continue on a separate sheet if necessary) |
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| **10. POLICY ON THE EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD** |
| You are advised that the post for which you are applying will be subject to a full Disclosure & Barring Service check. The College will assess the relevance of any criminal record and having ‘spent’ or ‘unspent’ convictions will not necessarily bar an individual from employment. This will depend upon the relevance and circumstances relating to the offence and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. On receipt of your DBS certificate you must bring the original document into College so we can then verify this. We will also need a photocopy to keep on your personal file.  **REHABILITATION OF OFFENDERS ACT 1974**  The nature of this post means that you are exempt from Section 4(2) of the rehabilitation of Offenders Act 1974  (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other  purposes are ‘spent’ under the provisions of the Act. If you are appointed to the post, any failure to disclose such  convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the  police being notified.  If you are successful the information on the form will be considered and, if you have declared any previous criminal  convictions, cautions or reprimands, these may be discussed with you prior to a decision being taken on your  appointment.  Please be aware that the College has a policy on the recruitment of ex-offenders and that a criminal record will not  automatically prevent anyone from employment with Winstanley College. You should also be aware that your referee  can be informed that they can disclose any conviction they consider relevant. |

**DECLARATION**

**(Please tick appropriate boxes)**

Have you ever been convicted of any offence in a Court of Law or receivedYesNo

any bind-overs or cautions from the police?

Have you ever been included on the DFeS List 99? Yes No

Have you ever been disqualified from working with children? Yes No

Have you ever been or are currently subject to sanctions imposed by a Yes No

Regulatory body e.g. The General Teaching Council?

If you have answered Yes to any of the above questions, please give brief details and dates of any offences below

(or if insufficient space continue on a separate sheet of paper**)**

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| **11. SUCCESSFUL CANDIDATE** |
| The successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination. |

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| **12. EMPLOYMENT DECLARATION** | |
| 12.1 Have you left any previous job for the reason of early retirement/voluntary redundancy? **Yes/No**  If ‘Yes’ please provide details: ……………………………………………………………………………………………  12.2 Have you ever been dismissed from any previous employment on the grounds of  misconduct or incapability? **Yes/No**  If ‘Yes’ please give details: …………………………………………………………………………………………………  12.3 Have you ever worked for or applied to Winstanley College before? **Yes/No**  If ‘Yes’ please provide details including positions applied for and dates:  …………………………………………………………………………………………………………………………………  12.4 Do you know any member of the College’s Governing Body or a **Yes/No**  member of Staff?  If yes, please state name(s): …………………………………………………………………………………………………  Canvassing by or on behalf of applicants will lead to immediate disqualification. | |
| 13. REFERENCES Please provide details of two referees who can be contacted to support your application. The first referee should be your present (or most recent) employer. If your most recent employment does not involve working with children, you should also give your most recent employer, who can provide information on your work with children, as a referee. if you have ever worked with children. References will not be accepted from relatives or from people writing solely in the capacity of friends. | |
| Referee 1 Name:  Position:  Address:  Tel:  Email:  Please state whether we are able to take up these references prior to interview:  Yes / No | **Referee 2**  Name:  Position:  Address:  Tel:  Email:  Please state whether we are able to take up these references prior to interview:  Yes / No |

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| **14. INFORMATION FOR CANDIDATES**  Please read carefully the information for candidates outlined below and ensure the application form is signed. Further information regarding the College can be found on our web-site at [www.winstanley.ac.uk](http://www.winstanley.ac.uk) |
| 1. Completed application forms and a letter of application should be addressed to:   The Personnel Department, Winstanley College, Winstanley Road, Billinge, Wigan, WN5 7XF.  A Curriculum Vitae will be only be accepted IN ADDITION to an application form.     1. We regret that due to the high volume of interest in posts at Winstanley College we are unable to contact all candidates direct. You will therefore receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful. 2. If you wish to make further enquiries regarding your application or the position please telephone the Personnel Department, 01695 628612 / 628678 (Main Reception 01695 633244). 3. The College operates an equality & diversity policy, is committed to equal opportunities and positively welcomes applications from every section of the community. All candidates are requested to complete and return the enclosed equality & diversity form. This information is used for equality & diversity monitoring only. 4. If you are selected for interview and you have a disability we will discuss any reasonable adjustments with you at the interview stage. |
| 15. All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Winstanley College reserves the right to recover from the applicant any costs incurred as the result of the employment of an applicant who has submitted an application form containing false claims. |
| 16. DATA PROTECTION (in accordance with the Data Protection Act 1998) I agree to Winstanley College processing the personal data provided in the application form and other relevant data which the college may obtain from me or other people whilst I am an employee. I agree to the processing of such data for any purposes connected with my employment or for any other legitimate purposes. |

winstanley college

**Equal Opportunities Monitoring**

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| *The college is committed to becoming an Equality and Diversity champion. As part of this process, we need to monitor our recruitment process. It would be helpful if you could complete the following information which relates* ***only to monitoring and not selection****.*  ***Upon receipt, this form will be separated from your application before short listing takes place.*** |

**Please fill in the details required and/or tick the appropriate boxes.**

Post Applied For:……………………….…………………………………………………………………………………………………………………………………….

**Gender**

**Sexual Orientation**

Male

Female

**Do not wish to disclose sexual orientation**

Lesbian

Heterosexual

Transgender/Transsexual

Bi-Sexual

Gay

**Date of Birth DD/MM/YYYY**

Age:

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**Marital Status**

Single

Separated

Married

Co-habiting

Divorced

Widowed

Civil Partnership

*The College is committed to meeting its obligations under the Disability Discrimination Act. Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day-to-day activities?*

Aspergers Syndrome/Autism

Blind/Partially Sighted

Deaf/Hearing Impairment

Dyslexia

Mental Health Difficulties

A need for personal care/support

Unseen disability e.g. asthma, diabetes, epilepsy

Wheelchair user/Mobility difficulties

Other

……………………………..

**I have no disabilities**

In accordance with the College’s commitment to it’s obligations under the Equality Act 2010, if you consider that there are any adjustments the College could make in order for you to perform the role successfully, please detail below

**Ethnic Background**

**Please tick the box which you feel most appropriately identifies your ethnic origin**

Asian

Black

Chinese

Dual Heritage

White

Bangladeshi

Indian

Pakistani

Other

African

British

Caribbean

Other

Chinese

Other

White & Asian

White & Black African

White & Black Caribbean

Other

English

Scottish

Other

Irish

Welsh

**Religion (please tick)**

Christian

Catholic

Church of England

Baptist

Methodist

United Reform

Hindu

Buddhist

Muslim

Sikh

Other

Jewish

Jainism

Prefer not to say

No Religion

**Thank you for your co-operation in completing this form. If you feel it can be improved in any way please comment.**

The College adopts a ‘Positive About Disabled People’ recruitment policy. Therefore we offer an interview to anyone who may have a disability who meets the minimum criteria required for the position. If you are an applicant with disabilities and your application is successful, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable you to carry out the full duties of the job. If you wish to bring such matter to the panel’s attention, please do so on a separate sheet.

**FOR TEACHING POSTS ONLY** winstanley college

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| **Year** | **Level / Syllabus** | **Group Size** |  | | | | | |
| **A / Distinction** | **B / Merit** | **C / Pass** | **D** | **E** | **Comments on general ability of the group / value added information** | |
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**FOR NEWLY QUALIFIED TEACHERS – Please attach a copy of the report from your teaching placement.**