|  |  |
| --- | --- |
| **Full name(s) you prefer to be known by:** |  |
| **Post applied for** |  |
| **We are committed to safeguarding and promoting the welfare of children and young people and as part of our commitment we need to ensure that all potential employees satisfy our employment checks. Where appropriate shortlisted and/or potentially suitable candidates will be required to undertake further checks, including references and will be required to provide an enhanced Disclosure and Barring Service disclosure.** | |

**FAIRNESS AND EQUALITY OF OPPORTUNITY**

We will treat your application fairly and honestly and consider it only in relation to the requirements of the post. We will do this regardless of whether or not you currently work for Devon County Council or another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the post. We believe in equal opportunities, and will not discriminate unfairly against anyone.

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if they have “a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.”

**DATA PROTECTION**

Information from this application form may be processed by computer for purposes registered by the County Council under the data protection legislation. Individuals have the right of access to personal data held about them by the County Council. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates, will be retained on their personnel file, used for payroll and administrative purposes and may be disclosed to Government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after six months.

**RETURNING THE FORM**

Please return the application form to the Headteacher by mid-day on the closing date unless otherwise stated in the advertisement. Applications can be returned by email on  [recruitment@dawlish.devon.sch.uk](mailto:recruitment@dawlish.devon.sch.uk)

**CONFIDENTIAL**

**Notes for Candidates**

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the Head of College by mid-day on the date specified within the advertisement.
2. Dawlish College is committed to the protection of children, young people and adults who access our services. You are, therefore, required in this application, to provide details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust, we will explore any gaps in your employment history and any dates that you provide in your application.
3. If you are completing the application form electronically, additional information which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please indicate clearly on any separate sheets, which section the additional information relates to. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or post details, you are asked **not** to send curriculum vitae, testimonials or other documents.
5. The information supplied by you on this form will be used for recruitment and selection purposes only. The college undertakes that if it needs to use this information for any other purpose it will not do so without having first obtained your consent.
6. The college has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You will be required to complete a confidential health declaration process and as such the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
7. All external applicants will be asked to confirm that they are eligible to work in the United Kingdom. In order to establish this, the applicant will be asked to provide documentation showing their National Insurance number or provide copies of tax forms P45 or P60 or provide other evidence of their entitlement to work in the UK.
8. This post requires a criminal background check via the Disclosure and Barring Service.
9. Spent criminal convictions: The post for which you are applying is exempt from Section 4(2)of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information regarding spent or unspent convictions cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal; or disciplinary action by Governors. Any information will be treated in strict confidence and will be considered only in relation to your application for this post.
10. Dawlish College strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
11. Canvassing the support of members of Dawlish College may lead to disqualification of a candidate’s application.
12. Candidates called for interview will be reimbursed **reasonable** travelling and subsistence expenses as soon as possible after the interview.
13. Dawlish College is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

**Section 1: Personal Details**

|  |  |
| --- | --- |
| **Name in full:** |  |
| **Title: [e.g. Miss/Ms/Mrs/Mr/Dr/Revd]** |  |
| **Previous or other name[s]** |  |
| **Address:** |  |
| **Post code:** |  |
| **Home Telephone No:** |  |
| **Home Email:** |  |
| **Work Telephone No:** |  |
| **Work Email:** |  |
| **National Insurance No.** |  |
| **When are you available for employment?** |  |
| **If this post is open to job share,**  **do you want to be considered for this option?** |  |

**Section 2: Education and Qualifications**

|  |  |  |
| --- | --- | --- |
| Secondary School/College: |  | |
| CSE/O Level/GCSE subjects:  [grades and dates] |  | |
| Post 16 qualifications:  [subjects, grades and dates] |  | |
| Higher education University or college: |  | |
| Dates of attendance: |  | |
| Qualification:  [e.g. BA., B.Ed] |  | |
| Classification: |  | |
| Date of award: |  | |
| Subjects: |  | |
| **Other qualifications [e.g. diplomas, vocational qualifications]** | | |
| Awarding Body: | |  |
| Dates awarded: | |  |
| Subjects: | |  |
| Level: | |  |
| **Membership of professional/technical bodies** | | |
| Awarding Body: | |  |
| Dates awarded: | |  |
| How obtained [e.g. examination or election]: | |  |
| Grade of membership: | |  |

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**Section 3: Present/most recent employment:**

|  |  |
| --- | --- |
| Job title: |  |
| Employer: |  |
| Address: |  |
| Post code: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Date of appointment: |  |
| Present salary: |  |
| Any additions: |  |
| Period of notice required: |  |
| Payroll No. if with Devon County Council: |  |
| Date of leaving: |  |
| Reason for wishing to leave: |  |
| Brief description of current job: |  |

**Section 4: Previous appointments held [most recent first]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Type of employment and post held; salary and reason for leaving** | | **From / to [dates]** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Please give reasons for breaks in employment** | | | |
|  | |  | |
|  | |  | |
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|  |  |
| --- | --- |
| **Number of working days off sick [i.e. for 12 months previous to the date of this application** |  |

**Section 5: Relevant learning and development [most recent first]**

[e.g. short courses, first aid, computer skills and any current courses]

|  |  |  |
| --- | --- | --- |
| **Course or activity** | **Date[s]** | **Key learning outcomes** |
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**Section 6: Referees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Two referees are required. One should be your present or last employer, if possible. School leavers should give their Headteacher’s name and address. If you have not been in employment in recent years, you are welcome to give a suitable alternative referee of your choice. Referees must not be related to you or writing solely in the capacity of a friend and must be able to comment on your skills and abilities in relation to the post for which you are applying. | | | | | |
|  | | | | | |
| **Referee 1: I agree to this reference being taken up prior to interview** | | **Yes** |  | **No** |  |
| Name: |  | | | | |
| Occupation: |  | | | | |
| Address: |  | | | | |
| Telephone No: |  | | | | |
| Fax No: |  | | | | |
| Email address: |  | | | | |
| How long have they known you? |  | | | | |
| **Referee 2: I agree to this reference being taken up prior to interview** | | **Yes** |  | **No** |  |
| Name: |  | | | | |
| Occupation: |  | | | | |
| Address: |  | | | | |
| Telephone No: |  | | | | |
| Fax No: |  | | | | |
| Email address: |  | | | | |
| How long have they known you? |  | | | | |

**Section 7: Additional information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Disability Discrimination Act  We are committed to interviewing people with a disability who meet the essential criteria of the person specification. | | | | | | |
| Do you have a disability? *(please tick)* | | Yes | Details: | | No |  |
| Are you a County Council employee with redeployment status? *(please tick)* | | Yes |  | | No |  |
| Permit to Work  In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, if applicable you will be required to produce your work permit. | | | | | | |
| Are you eligible to work in the UK? | | Yes | |  | No |  |
| Do you require a work permit? | | Yes | |  | No |  |
|  | | | | | | |
| Affiliations  A candidate for any appointment with Devon County Council who knows he or she is related or has a close relationship to any elected member or officer of Devon County Council or a Governor of the school is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice Principals, Assistant Principals, Heads of Upper or Lower Schools and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application. | | | | | | |
| Are you, your partner, or family related, have a close relationship or any interests (financial, professional or otherwise) that may conflict with your employment? | | Yes | |  | No |  |
| If yes please give details: | | | | |
|  | | | | | | |
| Rehabilitation of Offenders Act  This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as “spent”, must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as “spent”. If there are none, please write “none”. | | | | | | |
| Are your details included on former List 99? | | Yes (If yes, please give details on a separate sheet) | |  | No |  |
| Please provide details if you are subject to sanctions imposed by a regulatory body. If there are none, please write ‘none’ | |  | | | | |
| **Documentary Evidence**  **Candidates called for interview will be required to bring the following original documents to the interview for verification and photocopying:**  **[i] Birth Certificate; [ii] Passport; [iii] Marriage certificate in the case of a married woman; [iv] Certificates of academic and professional qualifications (where relevant); [v] Evidence of proof of current address, e.g. utility bill, bank statement, credit card statement issued within the previous three months** | | | | | | |
| I declare that the information given on this form, is to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the Police. | | | | | | |
| Signature*(If you have typed your signature you will be asked to sign your application form when attending for interview)* |  | | | | | |
| Date |  | | | | | |

|  |
| --- |
| **Supporting Statement** [please continue on a separate sheet if necessary]  Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence. |
|  |

# CONFIDENTIAL

# Declaration of unspent criminal offences for appointments into positions where a DBS Disclosure is required

**Please read the following notes carefully, before completing this section of the form.**

It is the policy of Dawlish College to require applicants into posts which are eligible for a Disclosure & Barring Service (DBS) disclosure, to declare information on certain previous criminal records that they hold.

You must give details on this form of all convictions and cautions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. Staff employed to work with certain categories of person, or in specified settings are required to disclose this information. Therefore, if you have received a conviction or caution, which is not protected, you must provide details overleaf.

Dawlish College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent you from working with the Council. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying.

All appointments into posts subject to a DBS check are made only on condition of a satisfactory DBS Disclosure. If you are successful in your application for employment, then the failure to disclose your previous criminal history could result in withdrawal of this conditional offer of employment.

List all of your unprotected convictions and cautions on the following page, together with details of any pending prosecutions. Use a continuation sheet if required.

All information disclosed will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have provided.

If you have no convictions or cautions to declare please write ‘None’ and sign the form. If you have any questions regarding the completion of this form please contact the HR ONE helpline on 01392 385555.

(Please complete in BLOCK CAPITALS).

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

Applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Nature of Offence(s) | Name of Court and date of conviction or date of Caution (if known) | Sentence(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete, it could lead to withdrawal of the conditional offer of appointment, without notice.**

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

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

For more information on the filtering of convictions please visit the DBS website at:

[**https://www.gov.uk/government/collections/dbs-filtering-guidance**](https://www.gov.uk/government/collections/dbs-filtering-guidance)

**Equality and Diversity Monitoring**

Dawlish College assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to a limited number of staff in our organisation.

**Monitoring ethnicity**

We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your ethnicity.

**Disability monitoring**

To make positive changes, Dawlish College wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled, may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives. What do we mean when we say disability?

· Do you have a physical or mental impairment?

· Is it long term?

· Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to “reasonable adjustments” to address their needs for support in the workplace. Therefore, we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Dawlish College is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisation.

**Gender monitoring**

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and Dawlish College is committed to work at achieving this.

**Sexual orientation**

Monitoring sexual orientation in our staff and recruits is a significant step forward towards acknowledging gay, lesbian and bi-sexual staff within Dawlish College who seeks to become an exemplar employer and make sure our processes and practices are fair to all staff. Dawlish College will only use this information for ensuring its staff policies work fairly for all that your sexual orientation does not count against you. We will ensure that in any analysis which is made public, it will not be possible to identify you.

**Age monitoring**

Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work.

**Religion and belief**

Whether or not you have a religion and what you do or do not believe in is likely to make a difference to you and how you perceive the world. These perceptions are carried across into our workplaces. It would be disingenuous to say that it had no effect on your employment. For example, training events or promotion panels during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances.

Dawlish College is committed to ensuring fairness and equal access to all employees whatever their faiths or beliefs. Religions listed in our monitoring questions are listed alphabetically and are not intended to signify rank in terms of importance. It is also acknowledged that the list is not exhaustive and if your religion is not listed there, we ask that you do not take offence as none was intended.

**Monitoring Questions**

Do you consider yourself to have a disability or long term health condition?

Yes / No

What is the effect or impact of your disability or health condition?

|  |  |
| --- | --- |
|  | |
| Prefer to not say |  |

Would describe yourself as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer to not say |  |
|  | | | | | |
| Bi-sexual |  | Gay man |  | Gay woman/lesbian |  |
| Heterosexual |  | Other |  | Prefer to not say |  |

What is your date of birth? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ prefer to not say

Age range (please tick)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-21 |  | 22-30 |  | 31-40 |  | 41-50 |  | 51-60 |  | 60-65 |  | 65+ |  |

Please tick the box that best describes you

|  |  |
| --- | --- |
|  | Buddhist |
|  | Christian |
|  | Hindu |
|  | Jew |
|  | Muslim |
|  | Sikh |
|  | Other religion or belief (please state) |
|  | No religion |
|  | Prefer to not say |

How would you describe yourself?

Choose **ONE** section from A to E and then tick the appropriate box

|  |  |  |
| --- | --- | --- |
| **A** | Asian or Asian British | |
|  |  | Bangladeshi |
|  |  | Indian |
|  |  | Pakistani |
|  |  | Any other Asian background, please state |
| **B** | Black or Black British | |
|  |  | African |
|  |  | Caribbean |
|  |  | Any other Black background, please state |
| **C** | Chinese or other ethnic group | |
|  |  | Chinese |
|  |  | Any other, please state |
| **D** | Mixed heritage | |
|  |  | White and Asian |
|  |  | White and Black African |
|  |  | White and Black Caribbean |
|  |  | Any other Mixed background, please state |
| **E** | White | |
|  |  | British |
|  |  | English |
|  |  | Irish |
|  |  | Scottish |
|  |  | Welsh |
|  |  | Any other White background, please state |
| **F** |  | Prefer to not say |

All responses will be treated in the strictest of confidence.