

**APPLICATION FOR EMPLOYMENT**

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| **POST APPLIED FOR** | |
| **Job title** |  |
| **Full-time/Part-time** | Choose an item. |

The application form plays an essential part in selecting the right person for the job. Please ensure that you complete the form in full, with information that is relevant to the post for which you are applying. The decision to invite you to an interview will depend on the information you provide on your form. **Please do NOT submit a CV with your application.**

**The following information you provide will be treated as confidential and will not be used in any way as part of the selection process.**

**EQUAL OPPORTUNITIES**

Derwentside College is an Equal Opportunities employer. The College will treat all employees and all applicants for employment with respect and dignity. It is committed to the provision of a fair selection process as well as a positive working environment. To assist the College in monitoring its policy for equality of opportunity and fair treatment, and its recruitment procedures, please complete this section only if you are happy to do so, if not, please move straight on to the personal details section of this application form.

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| **PERSONAL INFORMATION** | |
| What is your gender? | Choose an item. |
| If you prefer to use your own term, please specify here |  |
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| What is your age? (*Please include date of birth)* |  |
| What is your marital status? | Choose an item. |

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| **EQUALITY ACT 2010**  *This act defines a 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. The disability could be physical, sensory or mental and must be expected to last at least 12 months. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.* | |
| Are you a disabled person as defined by the Equality Act 2010? | Yes No |
| If **yes,** please indicate the nature of your disability below | |
| Hearing impairment  Visual impairment  A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting/carrying  A learning difficulty  A longstanding psychological or mental health illness  Other, including longstanding illness | |
| Please indicate the length of time you have had the condition – and, if you wish, provide additional information about your disability or long-term condition, including details of any adjustments we can make in order to assist you in your application, interview or possible employment. | |
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| If you wish to be considered under the College’s ‘Guaranteed Interview Scheme’ please complete the form (available alongside this application form on our website) and return with your application. | |

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| **ETHNIC ORIGIN**  The following categories refer to people who share the same cultural identity and background –  **not** country of birth or nationality. The categories are those used in the 2021 National Census. |
| How would you describe your ethnic origin? |
| White  English/Welsh/Scottish/Northern Irish/British Irish Gypsy/Irish Traveller Roma  Other White background |
| Mixed or Multiple ethnic groups  White & Black Caribbean White & Black African White & Asian  Other mixed/multiple ethnic background |
| Asian or Asian British  Indian Pakistani Bangladeshi Chinese Other Asian background |
| Black/Black British/Caribbean/African  Caribbean African Other Black/Black British/Caribbean background |
| Other ethnic group  Arab Other ethnic group |
| Prefer not to disclose |

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| **NATIONALITY** | |
| What is your nationality? |  |

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| **RELIGION OR BELIEF** | |
| What is your religion or belief? | Choose an item. |
| If other please specify: |  |

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| **SEXUAL ORIENTATION** | |
| Which of the following describes your sexual orientation? | Choose an item. |
| If you prefer to use your own term, please specify here |  |

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| **PERSONAL DETAILS**  This information will be used for administrative purposes and it is important that the information provided is accurate. | | |
| **Title** | Choose an item. | |
| **Surname** |  | |
| **Former Surname**  *(if applicable)* |  | |
| **Forenames** |  | |
| **Address** |  | |
| **Post code** |  | |
| **Email** |  | |
| **Telephone** | **Home:** | **Work:** |
| **Mobile:** | |
| **NI Number** |  | |

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| **Do you have qualified teacher status (QTS, QTLS or equivalent)?** | Choose an item. |

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| **ENTITLEMENT TO WORK IN THE UK**  The College requires **all** prospective employees to produce documentary evidence that they are entitled to work in the UK. If successful in your application, you will be required to do this. | |
| **Are you entitled to work in the UK?** | Choose an item. |
| **Is this a permanent entitlement?** | Choose an item. |
| If **No,** please give details**:** |

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| **EMPLOYMENT REFERENCES**  Suitable referees are people who have had direct and recent experience of your work and, therefore, who can comment on your performance as an employee, on your ability to perform the duties of the post for which you have applied and on your suitability for employment in a workplace that provides education and training for children, young people and vulnerable adults.  Names of two referees are requested – both of whom should be your current and most recent employer. If you have previously worked with children, young people and vulnerable adults, but are not doing so currently, one referee must be from your employer at that time. References will not be accepted from relatives or from any person writing solely as a friend.  All offers of employment depend upon receiving satisfactory references.  Therefore, you should ensure that your referees will be able to respond promptly to a request for a reference. | | | |
| **Referee Name** |  | **Referee Name** |  |
| **Position** |  | **Position** |  |
| **Organisation** |  | **Organisation** |  |
| **Email Address** |  | **Email Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Can this referee be contacted prior to interview?**  Choose an item. | | **Can this referee be contacted prior to interview?**  Choose an item. | |

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| **CRIMINAL CONVICTIONS**  Posts in educational establishments where employees have access to children, young people and vulnerable adults are covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**. This means that, if successful in your application, you will have to disclose details of all criminal convictions (including those which are spent), bind-over orders or cautions. You will be required to obtain an *Enhanced Disclosure* from the Disclosure and Barring Service (DBS). | |
| **Do you have any criminal convictions (including those which are spent), bind-over orders, cautions or charges pending?** | Choose an item.  If **Yes**, please give details: |
| Failure to disclose any criminal convictions (including those which are spent), bind-over orders, cautions or charges pending may result in the withdrawal of our job offer.  If you are shortlisted for interview and you are aware of any criminal convictions on your DBS, please contact the HR Department on 01207 585900 to discuss this further. | |

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| **DISCIPLINARY RECORD**  Please give the details requested. | |
| **Have you been subject to any disciplinary action in the last two years?** | Choose an item.  If **Yes**, please give details: |
| **Is there any disciplinary action pending against you?** | Choose an item.  If **Yes**, please give details: |

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| **DRIVING**  Some posts require an employee to have access to a vehicle, insured for business use, to enable them to carry out certain duties (please refer to advert text / person specification to see if this applies to the post which you are applying for). You must be able to produce the necessary documentation, if required. | |
| **Do you have a current full driving licence?** | Choose an item. |
| **Do you have access to a vehicle for business use?** | Choose an item. |
| **Is it currently insured for business use?** | Choose an item. |
| **If you do not have a current full driving licence or access to a vehicle for business use, and it is a requirement of the post, please explain how you would intend to meet the travel requirements of the post.** |  |

**The following information will be shared with the shortlisting panel, please do not add any personal information.**

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| **EDUCATION AND TRAINING**  Please give full details in reverse chronological order (i.e. the most recent first) of your general education and vocational training since you were 16 years old – where it took place and its duration – along with your formal qualifications.  If you are appointed to the post you are applying for, you will be required to produce evidence of your qualifications prior to starting employment. | | | | |
| **Place of education and training** | **Dates** | | **Qualification achieved** | **Grades/Level** |
| **From** | **To** |
|  | **MM/YYYY** | **MM/YYYY** |  |  |
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| **PRESENT (OR MOST RECENT) EMPLOYMENT**  Please give brief details of your post, i.e. the main duties and responsibilities of the post currently or most recently held. | | | |
| **Job title** |  | | |
| **Date Appointed** | Click here to enter a date. | **Date left** | Click here to enter a date. |
| **Annual salary** |  | **Notice required** |  |
| **Employer** |  | | |
| **Nature of employer’s business** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |
| **Outline of duties** |  | | |
| **Reason for leaving** |  | | |

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| **PREVIOUS EMPLOYMENT**  Please provide full details in reverse chronological order (i.e. the most recent first) of **all** previous posts you have held, beginning with the most recent and listing all work (paid and voluntary) since you were 16 years old. For any part-time employment, state the number of weekly hours | | | | |
| **Employer’s Name** | **Date** | | **Job title** | **Reason for leaving** |
| **From** | **To** |
|  | **MM/YYYY** | **MM/YYYY** |  |  |
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| **GAPS IN EMPLOYMENT**  You must give an explanation of any gaps in the chronology of your employment, education or training since you were 16 years old, using the box below. | |
| **Have you any gaps in employment?** | Choose an item.  If **Yes**, please give details: |

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| **WORK-RELATED TRAINING**  This section asks for details of short courses and specialist training you have undertaken in the last three years, please put the most recent first. | | |
| **Duration** | **Organising body** | **Course/event title** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES**  Your membership of any relevant associations or professional bodies should be stated, including the level (i.e. full, part, corporate etc) and the date you became a member. | | |
| **Professional body** | **Date of membership** | **Level of membership** |
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| **ADDITIONAL INFORMATION**  *If you are applying for a lecturing, learning support or training consultant post, please list the area in which you are competent (e.g. Mechanical Engineering, Construction, Hairdressing, Health & Social Care etc)* | | | |
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| If you are applying for a **part-time** post, please indicate those times when you are available. | | | |
| Day | Morning | Afternoon | Evening |
| Monday | Choose an item. | Choose an item. | Choose an item. |
| Tuesday | Choose an item. | Choose an item. | Choose an item. |
| Wednesday | Choose an item. | Choose an item. | Choose an item. |
| Thursday | Choose an item. | Choose an item. | Choose an item. |
| Friday | Choose an item. | Choose an item. |  |

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| **ADDITIONAL EMPLOYMENT**  Please use the box below to provide details of any additional employment which you intend to continue if successful in gaining the position applied for at Derwentside College. Details should include, name and nature of the business, working arrangements and your commitment to the additional employment. |
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| **DECLARATION OF FAMILY OR CLOSE REALTIONSHIP**  Please use the box below to provide details of any family or close relationships with an employee, or Board member of Derwentside College. Details should include, name of employee / Board member and the nature of the relationship. |
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| **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.**  *Derwentside College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All those who work at the College are expected to share this commitment.*  Using the box below, please answer the following question:   * What is safeguarding? |
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| **PERSONAL STATEMENT**  *Please indicate what attracts you to the post. Explain how your qualifications, skills, knowledge and experience match the requirements of the job description and person specification. Indicate which jobs and/or activities outside employment have played a key role in your development. (Do* ***not*** *send a CV or include personal details in this section)* |
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**APPLICANT DECLARATION**

**Your application will be automatically excluded if you do not sign, date and return the Applicant Declaration with your completed application form.**

I acknowledge and understand that Derwentside College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**I confirm that, if appointed, I will share this commitment.**

I am aware that posts in education and training establishments, where employees have access to children, young people and vulnerable adults, are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and that, therefore, such employees are **not** entitled to withhold information on any convictions (including those which are spent), cautions and bind-overs.

**I confirm that, if appointed, I will disclose full details of all previous convictions (including those which are spent), cautions and bind-overs.**

I am aware that, as part of its appointments procedure, Derwentside College will utilise the services of the Disclosure and Barring Service (DBS) for a criminal record check on me at the level of an Enhanced Disclosure. I am also aware that if I knowingly make a false statement in support of a DBS application, I will be committing a criminal offence.

**I confirm that, if appointed, I will provide complete and true information in support of my application to the DBS for an Enhanced Disclosure.**

I am aware that, if I am shortlisted for the post applied for, Derwentside College will carry out an online search as part of their due diligence. The purpose of this check is to help identify any incidents or issues that have happened, and are publicly available online, which Derwentside College might want to explore with me at interview.

I am aware that Derwentside College, like all education and training establishments, is under a duty to prevent unsuitable people from working (or volunteering) with children, young people or vulnerable adults.

**I confirm that I am not disqualified from working with children, young people or vulnerable adults. I also confirm that I am not subject to any sanctions imposed by a relevant regulatory body.**

**I confirm that, I have read and agree to the terms set out in the candidate privacy policy available on the Derwentside College website.**

**I confirm that, to the best of my knowledge and belief, the information I have given in my application for employment is accurate and complete. I understand that any inaccurate or incomplete information given by me will result in the disqualification of my application or, if engaged, to my dismissal.**

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| Signed |  | Date |  |
| Print name |  | | |

Please take note of the closing date and return your application form, in good time, to [HR@derwentside.ac.uk](mailto:HR@derwentside.ac.uk) or alternatively hard copies can be posted to HR Department, Derwentside College, Front Street, Consett, Co. Durham, DH8 5EE.

Unfortunately, it is not possible to acknowledge every individual application. Therefore, if you have had no response to your application within four weeks of the closing date, you can assume that your application has been unsuccessful.

**Thank you for the interest you have shown in working at Derwentside College.**

