



APPLICATION FORM

Position Applied For:

Section 1 – Personal Details

Title:

Forename(s):

Surname:

Other:

Address:

Former names:

Preferred name:

National Insurance Number:

Postcode:

Teaching Staff DfES Number:

Telephone Number(s):-

Email Address:

Work:

Mobile:

Home:

Are you legally entitled to work in the UK? Yes No

If applicable, please give Work Permit No and date of expiry:

Where did you see this post advertised?

Are you related to or do you maintain a close relationship with an existing employee, Governor or Trustee of Ratcliffe College? If so, please provide details.

Do you hold a current clean driving licence? Yes No

Do you have use of a car? Yes No

Section 2 – Education

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

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Section 4 – Employment

Current/most recent employer:	Current/most recent employer's address:
Current/most recent job title:	

Brief description of responsibilities:	Date started:
	Date employment ended (if applicable):

Current salary/ salary on leaving:

Please detail current Point on Teachers' payscale (if applicable) and/or any other employee benefits paid or awarded:

Reason for seeking other employment:

Why do you think you would be suitable for employment in this post:

Please state when you would be available to commence employment if offered:

Section 5 - Previous Employment and/or Activities since leaving secondary education

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Interests

Please give details of any interests, hobbies or skills

Section 7 – Disabilities

Do you require any special arrangements to be made for your interview/assessment on account of a disability? Yes No

If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010.

Section 8 – Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School upon request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School upon request.)

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If “YES” to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

Section 9 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employer does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children if at all possible. Neither referee should be a relative or someone known to you solely as a friend. The School will normally take up references prior to interview for all teaching posts.

PLEASE NOTE: REFEREES MUST BE FROM DIFFERENT SCHOOLS OR ESTABLISHMENTS. TWO REFERENCES FROM THE SAME PLACE CANNOT BE ACCEPTED.

Referee 1	Referee 2
Name:	Name:
Occupation:	Occupation:
Organisation:	Organisation:
Address:	Address:
Email address:	Email address:
Telephone Number:	Telephone Number:
May we contact Referee 1 prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact Referee 2 prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 10 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

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

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Section 11 – Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature Date



Fosse Way
Ratcliffe on the Wreake
Leicester
LE7 4SG
Telephone: 01509 817000
Facsimile: 01509 817004
Web: www.ratcliffe-college.co.uk