 **09.2021**

**for a**

**Application Form for a Non-Teaching Post**

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| **Application Information** |
| **Please read the Application and Recruitment Guidance and Recruitment Privacy Notice, available on our website, before completing this form.**  You must complete **all** sections of the application form. Continuation sheets can be used if necessary. Please save your document in a Word compatible format to ensure that we can open it. For tick box sections, click on the preferred box.  **Sections 2 – 12 will be viewed by the shortlisting panel to establish whether the application meets the required criteria for interview.**    Please return this form via email or post. Applications received after the closing date are unlikely to be considered.  Acknowledgements of applications will be sent via email within two working days. |

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| **Employment Checks for the Safeguarding of Children** |
| We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.  Exmouth Community College is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced DBS Disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).  **Rehabilitation of Offenders Act**  Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. 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. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.  All shortlisted candidates will be provided with a Self-Declaration Form and will be required to declare information on any convictions, cautions, reprimands, final warnings or pending prosecutions which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)).  **The post for which you are applying involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.** |

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| Data Protection Act 2018 |
| Information from this application will be processed for the purpose of complying with legal obligations, carrying out tasks which are in the public interest and taking steps with a view to entering into an employment contract with you. Please refer to the Recruitment Privacy Notice, available on the College website, for further information.  Please note that information about unsuccessful candidates will be securely destroyed after twelve months. |

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| **Equal Opportunities Monitoring Form** | | | |
| Exmouth Community College is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.  The completion of this form and questionnaire is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.  **This form is not part of our selection process. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes**  If you are successful the information will be transferred to our computerised personnel system. The information will be kept securely and in strict confidence at all times. Please refer to the Recruitment Privacy Notice, available on the College website, for further information. | | | |
| Name: |  | | |
| Post Applied For: |  | | |
| **Age** | | | |
| Date of Birth: |  | | |
| Gender | | | |
| I identify as:  Male  Female  Non-binary  Other (please specify) | | | |
| **Ethnicity** | | | |
| White White – British  White – Irish  White – Other \* | | Black Black or Black British – Caribbean  Black or Black British – African  Black – Other \* | |
| Mixed Mixed – White and Black Caribbean  Mixed – White and Black African  Mixed – White and Asian Indian  Mixed – White and Asian  Mixed – Other \* | | Asian Asian or Asian British – Indian  Asian or Asian British – Pakistani  Asian or Asian British – Bangladeshi  Asian or Asian British – Chinese  Asian or Asian British – Other \* | |
| **\* If you have selected any of the ‘Other’ categories, please provide further details here:** | | | |
| **Disability** | | | |
| Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’*. A full definition is available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.  Do you consider yourself to have a disability?  Yes  No  If yes, do you require any particular arrangements, specific access or other support to be made for the interview and, if employed, to carry out the duties of the post? Please specify: | | | |
| **Monitoring** | | | |
| Where did you **first** see this post advertised?  Exmouth Community College website  Exmouth Community College Facebook/Twitter  Indeed  Other - please specify: | | | Devon Jobs  Teaching Vacancies  TES |

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| Section 1 - Personal Details | | | | |
| Forenames |  | | Surname |  |
| Title |  | Previous Name(s) |  | |
| Home Address |  | | Daytime Phone |  |
|  | | Evening Phone |  |
|  | | Mobile Phone |  |
|  | | National Insurance Number |  |
| Postcode |  | | Do you require a work permit? | Yes  No |
| Email |  | | | |

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| Section 2 - Education/Qualifications **Please start with the most recent.** Applicants offered an appointment will be asked to provide their qualification certificates. | | | | | |
| Name of School/College/University | Level | Awarding Body | Subjects | Grade/ Result | Year Obtained |
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| Do you hold Qualified Teacher Status? | | Yes  No | | | |
| If yes, Teacher Reference (DfE) Number: | |  | | | |

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| Section 3 – Professional Development /Training  Please highlight training that you have undertaken which is relevant to the post for which you are applying. | | | | |
| Course Name | Course Provider | Duration | Qualifications Gained | Date(s) |
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| Section 4 - Membership of Professional Associations  If applicable to the post for which you are applying. | |
| Organisation Name | Level of Membership/Role/Registration No. (if applicable) |
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| Section 5 - Availability | |
| How much notice are you required to give? |  |
| When are you available to start work? |  |

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| Section 6 – Current Employment | | | | |
| Employment Dates | Name and Address of Company/Organisation | Job Title and Key Responsibilities | Salary | Reason for Seeking a New Position |
| Start Date |  |  |  |  |
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| End Date |
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| **Section 7 – Employment History**  **Please start with your most recent job first;** any dismissal or redundancy must be clearly stated. Please give a **full** employment history **since leaving school**, adding lines or continuing on a separate sheet where necessary. | | | | |
| Employment Dates | Name and Address of Company/Organisation | Job Title and Key Responsibilities | Salary | Reason for Seeking a New Position |
| Start Date |  |  |  |  |
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| End Date |
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| Start Date |  |  |  |  |
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| **Section 8 - Gap in Employment Details**  Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary. | | |
| Date from | Date to | Reason for Gap |
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| Section 9 - Other Experience Please state other experience; voluntary or paid/full-time or part-time (if part-time please state percentage of the week). All experience is valued and should be fully recorded. | | | |
| Employment Dates | Name and Address of Company/Organisation | Position Held | Responsibilities or Brief Summary of Experience |
| Start Date |  |  |  |
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| End Date |
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| Start Date |  |  |  |
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| Section 10 – Supporting Statement |
| 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.Please continue on a separate sheet where necessary.  **Your response to this section is extremely important and will be the basis of the shortlisting panel's decision to invite you for interview** |
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| Section 11 - References | | | | | | | | | | | |
| **In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references.**  Please provide contact details for at least two referees.  This should include your current employer, or most recent employer, and most recent employment where you have worked with children (where relevant).  If you are in, or have just completed, full-time education, one referee should be from your School, College or University.  Referees must be an appropriate senior person and able to comment on your skills and abilities in relation to the post.  References from schools will need to be confirmed by the headteacher.  References will be taken up before an interview, unless you request otherwise (see below), and verified by telephone with the referee.  No job offer will be confirmed without the receipt of satisfactory references.  Additional references may be sought.  Please include a continuation page if additional referees are required. | | | | | | | | | | | |
| **REFERENCE 1** | | | | | | | | | | | |
| Name of Referee |  | | | | | | | | | | |
| Email |  | | | | | | | | | | |
| Organisation |  | | | | | | | | | | |
| Position/Job Title |  | | | | | Phone Number | |  | | | |
| Address |  | | | | | | | | | | |
| Dates known |  | | | | | | | | | | |
| In what capacity do you know the referee? | | | |  | | | | | | | |
| If you were known to your referee under another name, please state name | | | | | | | |  | | | |
| Do you provide explicit consent for the College to contact this referee prior to interview? | | | | | | | | Yes  No | | | |
| **REFERENCE 2** | | | | | | | | | | | |
| Name of Referee |  | | | | | | | | | | |
| Email |  | | | | | | | | | | |
| Organisation |  | | | | | | | | | | |
| Position/Job Title |  | | | | | Phone Number | |  | | | |
| Address |  | | | | | | | | | | |
| Dates known |  | | | | | | | | | | |
| In what capacity do you know the referee? | | | |  | | | | | | | |
| If you were known to your referee under another name, please state name | | | | | | | |  | | | |
| Do you provide explicit consent for the College to contact this referee prior to interview? | | | | | | | | Yes  No | | | |
| We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications.  We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’: | | | | | | | | | | | |
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| Are you related or have a close relationship to any employee or Governor at Exmouth Community College or have any interests (financial, professional or otherwise) that may conflict with your employment? | | | | | | | | | Yes  No | | |
| If yes, please provide details: | | | | | | | | | | | |
| Section 12 – Online Checks | | | | | | | | | | |
| In accordance with our statutory obligations under Keeping Children Safe in Education, we are required to conduct an online search as part of our due diligence on all shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.  We undertake online searches through SocialMediaCheck.com. Further information is available at [socialmediacheck.com](https://urldefense.com/v3/__http:/www.socialmediacheck.com__;!!MQuXQ7qfD1E5S30!35_Flx-7Gea17u7pssbEpqsD996lghp9vtLOw7L6FRJcvXGb2sNa2n8drHzEWVUZm2RawNM8Xu0nCHkap5IkEeWj4KEQ$) or <https://www.youtube.com/watch?v=9Nh6ZYkIdRI>  Please indicate which of the following social media platforms that you use by ticking the boxes below. | | | | | | | | | | |
|  | |  |  | |  | |  | | |  |
| Facebook | | X  (formerly Twitter) | Instagram | | Flickr | | Tumblr | | | Medium |
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| If you would like to inform us of anything that might come to light when we perform this search, please outline the details below: | | | | | | | | | | |
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| Section 13 – Declaration | |
| I declare that the information given on this form is, to the best of my knowledge, complete, 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:   * The information on this form may be processed as per the Recruitment Privacy Notice under the Data Protection Act 2018. * 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 subject to disciplinary action which may result in dismissal without notice. * The situation may also be referred to the Police.   I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Exmouth Community College.  I confirm that I am not barred from engaging in regulated activity relevant to children. | |
| **Full Name:** | |
| **Signed:** | **Dated:** |