



Application for a Non-Teaching Post

Please read the Application and Recruitment Guidance Notes available on our website before completing this form.

You must complete **all** sections of the application form. We would prefer you to fill in your application using Word or a compatible word processing software, however, handwritten applications are acceptable. If you use a MAC please save your document in a Word compatible format to ensure that we can open it.

Please use black ink or typeface. A continuation sheet can be used if necessary. For tick box sections, double click on the preferred box and select 'checked'.

Please return this form via email or post. If returning this application by post, please ensure you use the correct postage as not doing so can cause a delay and we may not receive your application before the closing date.

Acknowledgements of applications will be sent via email.

Human Resources Department
Exmouth Community College
Gipsy Lane
Exmouth
Devon
EX8 3AF

Email: recruitment@exmouthcollege.devon.sch.uk
Web: www.exmouthcollege.devon.sch.uk
Tel: 01395 255 687



Equal Opportunities Monitoring Form

Exmouth Community College believes in valuing diversity and are committed to equal opportunities. To make valuing diversity work we need to monitor the effectiveness of our policies. This is why we ask you to complete this form.

This form is not part of our selection process and will be separated from your application form.

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:

Vacancy Applied For:

1. Equalities Information (What is your ethnic group?)

White

White – British

White – Irish

White – Other

Mixed

Mixed – White and Black Caribbean

Mixed – White and Black African

Mixed – White and Asian

Mixed – Other

Chinese

Asian

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British – Bangladeshi

Asian or Asian British – Other

Black

Black or Black British – Caribbean

Black or Black British – African

Black – Other

If other, please specify below:

2. Gender/Age

I am: Male

Female

Date of Birth:

3. 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'*.

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 below.

4. Monitoring

Where did you first see this post advertised?

Exmouth Community College website

www.devonjobs.gov.uk

TES

Other (Please specify)

Section 1 - Personal Details

| | | | | | |
|---------------|--|----------------------|-------------------------------|------------------------------|-----------------------------|
| Title: | | Forenames (in full): | | Surname: | |
| Home Address: | | | Previous Name(s): | | |
| | | | Daytime Tel: | | |
| | | | Evening Tel: | | |
| | | | Mobile: | | |
| Postcode: | | | National Insurance Number: | | |
| Email: | | | Do you require a work permit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Section 2 - Education/Qualifications

Please start with the most recent. Applicants offered an appointment will be asked to verify their qualifications and bring the certificates to the interview process if selected.

| Name of School/College/University | Level | Awarding Body | Subjects | Grade/Result | Year Obtained |
|-----------------------------------|-------|---------------|----------|--------------|---------------|
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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 – Current Employment

| Date Commenced | Name of Company/Organisation including relevant contact details | Job Title and Key Responsibilities | Salary | Reason for Seeking a New Position |
|----------------|---|------------------------------------|--------|-----------------------------------|
| | | | | |

Section 6 - Availability

| | |
|---|--|
| How much notice are you required to give? | |
| When are you available to start work? | |

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, adding lines or continuing on a separate sheet where necessary.

| Dates of commencement and termination for each post | Name of Company/Organisation including relevant contact details | Job Title and Key Responsibilities | Salary | Reason for Leaving |
|---|---|------------------------------------|--------|--------------------|
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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 |
|-----------|---------|----------------|
| | | |
| | | |
| | | |

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.

| Dates | Position Held | Employer or Organisation Contact Details | Responsibilities or Brief Summary of Experience |
|-------|---------------|--|---|
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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.

Section 11 – Pensions

| | |
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| Are you in receipt of a Pension? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If YES, please specify the reason and date: | |

Section 12 - References

Please provide contact details of Referees covering the last **five years** of your employment history, one of which should be your current or most recent employer. If you are in, or have just completed, full-time education, one referee should be from your School, College or University. Referees must not be related to you or writing solely in the capacity as a friend, and must be able to comment on your skills and abilities in relation to the post.

References will be taken up before an interview, unless you request otherwise (see below). No job offer will be confirmed without the receipt of satisfactory references covering the five year period.

Please include a continuation page if additional referees are required.

| | | | |
|---|--|---|--|
| If you were known to your referee under another name, please state name: | | | |
| Reference Name: | | Reference Name: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
| | | | |
| | | | |
| Email: | | Email: | |
| Tel: | | Tel: | |
| Position: | | Position: | |
| In what capacity do you know the referee? | | In what capacity do you know the referee? | |
| Dates from and to: | | Dates from and to: | |
| Do you provide explicit consent for the College to contact this referee prior to interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you provide explicit consent for the College to contact this referee prior to interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Please sign to confirm consent: | | Please sign to confirm consent: |

Please note that, in addition to your nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

| | |
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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 <input type="checkbox"/> No <input type="checkbox"/> |
| If YES please provide details below: | |
| | |

Section 13 – Employment Checks for the Safeguarding of Children

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff 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.

This post is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). Therefore all convictions, cautions, reprimands, warnings and bind-overs, any convictions in a court of law outside of Great Britain and any prosecutions that you have pending must be declared.

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.

| | |
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| Have you ever been convicted of any offence, bound-over or given a caution? Please provide details below if YES. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
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| Are your details included on the DBS Children’s Barred List? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--|--|

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| Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. Department for Children, Schools and Families, General Teaching Council etc). Please provide details below if YES. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

Section 14 - 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.

Section 15 – 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 dismissed without notice.
- The situation may be also referred to the Police.

| | |
|----------------|---------------|
| Signed: | Dated: |
|----------------|---------------|

The successful candidate will be required to sign and date a hard copy of this form if they have applied via email with an electronic signature.