##### APPLICATION FOR EMPLOYMENT

**(NON-TEACHING STAFF)**



Thank you for applying for a vacancy at Hereford Sixth Form College (HSFC) part of the Heart of Mercia Multi-Academy Trust. As part of the selection process we would be grateful if you would complete this form fully in **BLACK** ink or typescript and return to recruitment@hereford.ac.uk

**POSITION APPLIED FOR:**

# PERSONAL INFORMATION

Forename(s):

Surname:

National Insurance Number:

Daytime telephone number (if different from above):

Preferred contact telephone number:

e-mail:

Address:

Date of Birth:

Previous name(s)

Title (Dr, Mr, Mrs, Miss, Ms, etc):

**REQUEST FOR GUARANTEED INTERVIEWS**

The HSFC is committed to the employment of disabled people. To demonstrate our commitment, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to be a disabled person under the terms of the Equality Act 2010? **YES  NO**

I consider myself to have a disability and wish to claim an interview

Please give details of any special facilities or arrangements you may require in the recruitment process:

# EQUAL OPPORTUNITIES MONITORING

FEMALE  MALE  OTHER: Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ETHNIC BACKGROUND (Please tick the box that describes your ethnic origin)

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| --- | --- | --- | --- | --- | --- | --- |
| **Asian or Asian British** | | |  | **Black or Black British** | | |
|  |  | |  |  |  | |
|  | Bangladeshi | |  |  | African | |
|  |  | |  |  |  | |
|  | Indian | |  |  | Caribbean | |
|  |  | |  |  |  | |
|  | Pakistani | |  |  | Other black background (please specify) | |
|  |  | |  |  |  | |
|  | Other Asian background (please specify) | |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| White | | |  | Chinese | | |
|  |  | |  |  |  | |
|  | White | |  |  | Chinese or other ethnic group | |
|  |  | |  |  |  | |
|  | White Irish | |  |  | Other ethnic background (please specify) | |
|  |  | |  |  |  | |
|  | Other white background (please specify) | |  |  |  |  |
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| Mixed | | |  |  | | |
|  |  | |  |  |  | |
|  | White and Asian | |  |  |  | |
|  |  | |  |  |  | |
|  | White and Black African | |  |  |  | |
|  |  | |  |  |  | |
|  | White and Black Caribbean | |  |  |  | |
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|  | Any other mixed background (please specify) | |  |  |  |  |
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# INTRODUCTION

Thank you for your time and effort to enquire about a position in the HSFC. This application pack has been designed to help you provide all the information we need in our selection process to help assess your suitability for the role you are applying for. These notes are to provide you with guidance on completing your application form.

The HSFC aspires to become an exemplary equality and diversity employer and aims to develop and maintain fair and effective employment practices, which ensure no applicants, or employees are unfairly discriminated against, or receive less favourable treatment than others.

To ensure we are meeting our commitment to equality we will detach your personal details and the equal opportunities monitoring section on receipt of this form so that your name, ethnic origin, age, gender or disability will form no part of the initial shortlisting process. Once this exercise has been completed, your personal details will be retrieved for monitoring and correspondence purposes.

It is important that the information you provide is correct. Make sure that you check the dates and details of qualifications and previous employment. If you provide false information or deliberately omit any relevant facts it will disqualify your application, or, if discovered after appointment, may be grounds for dismissal.

This form will be photocopied so if you are handwriting your form, please ensure that it is legible and completed in **BLACK** ink.

If you feel you meet the definition of a disabled person as detailed on the previous page and you require any assistance in completing your application form, please do not hesitate to contact us. It may be possible for us to arrange for you to complete the form in another format.

The application form plays a key role in whether or not you are invited for interview, so it is important that it is completed as fully and as accurately as possible.

The short-listing panel will decide whom to interview on the basis of information provided in the application form measured against the person specification.

VACANCY REFERENCE (for office use only)

# PARTICULARS OF EDUCATION AND QUALIFICATIONS OBTAINED

**School attended from age 11 to age 16:**

**Qualifications with grades and subject:**

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| --- | --- | --- | --- |
| GCSE etc | Subject | Grade achieved | Date awarded |
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**School attended from age 16 – 18:**

**Qualifications with grades and subject:**

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| --- | --- | --- | --- |
| AS/A LEVEL  BTEC etc | Subject | Grade achieved | Date awarded |
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Date awarded:

**University/College attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| BA/BSc/MA etc | Subject | Classification | Date awarded |
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# PRESENT POST

Name of employer:

Your job title:

Address of employer:

Telephone Number:

Current salary:

Date of appointment:

Exact Responsibilities:

Reason for leaving:

**PREVIOUS EMPLOYMENT**

**Please start with your most recent work experience and work backwards. You must include details of your full employment history and account for any gaps in employment – continue on a separate sheet if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Post** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**Significant courses attended (in last four years):**

**Membership of Professional Bodies:**

**Interest/Leisure activities:**

**Please give details of any experience or additional information, which you consider relevant to this application. (Continue on one additional sheet if required)**

**Please indicate here if you are related to or have a close personal relationship with any member of Hereford Sixth Form College or MAT Governing Body or College Management:**

**REFEREES: Please supply names, addresses and telephone numbers of two referees, one should be your current or most recent employer. Please do not use personal references.**

Name:

Address:

Telephone Number:

Email address:

In what capacity is this person known to you:

May we approach this person prior to interview?

YES / NO

Name:

Address:

Telephone Number:

Email address:

In what capacity is this person known to you:

May we approach this person prior to interview?

YES / NO

**CRIMINAL RECORD:**

**All applicants who are offered employment, in positions classed as regulatory activity, will be subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) including a Children’s Barred List check. This will include details of unprotected cautions, as well as convictions. Employment with HSFC is conditional upon the College being satisfied with the result of the Enhanced DBS disclosure. Any information disclosed will be handled in accordance with DBS guidance and code of practice.**

**It is unlawful for HSFC to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at HSFC.**

**Due to the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions or cautions, as defined under the above Act.**

**The only exception to this requirement is that applicants do not need to disclose any ‘protected’ cautions or convictions as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) England and Wales) Order 2020. Guidance and criteria on the filtering of these cautions and convictions can be found at** [**https://www.gov.uk/government/news/disclosure-and-barring-service-filtering**](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering)

**The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**

**In the event of employment any failure to disclose unprotected convictions or cautions could result in the withdrawal of your job offer or disciplinary action, which may lead to your dismissal from HSFC.**

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

**YES  NO**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

**YES  NO**

If YES, please give details and date(s) on a separate sheet and place it in a sealed envelope marked ‘Private and Confidential – FAO the ‘Human Resources Team’

**Declaration:**

I declare that the information given in this application and in all other supporting papers is correct to the best of my knowledge. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to disciplinary action which may include dismissal from the post. I give my consent to Hereford Sixth Form College processing personal data contained in this form, in compliance with General Data Protection Regulation (GDPR). This data will be used for statistical, monitoring and funding purposes and providing data to College agents to support pension and payroll provisions.

I declare that my name is not on the Barred List for children, or adults where relevant, and I am not subject to sanctions imposed by a regulatory body.

I understand that if I am offered employment at Hereford Sixth Form College it will be subject to satisfactory medical clearance.

**Signature: Date:**

**Print name:**

Electronic submission of this form indicates your agreement to this declaration and the successful candidate will be required to sign and date the form on appointment.