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**Application Form**

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| **Application for the position of:** |
| **Job reference number:** |

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| **Personal Details:** |
| **Name:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Contact number:** |  |
| **National Insurance number:** |  |

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| **References:** *please provide 2 referees; one should be your current or most recent employer. Please note, we will not seek any references until a conditional offer of employment has been made and you have given your permission for your referees to be contacted.* |
| **Referee 1 name** |  |
| **Referee 1 job title and Company** |  |
| **Reference type:*****Please select*** | * **Current or most recent employer**
* **Educational referee**
* **Personal referee**
* **Previous employer**
 |
| **Referee 1 contact number:** |  |
| **Referee 1 email address:** |  |
|  |  |
| **Referee 2 name** |  |
| **Referee 2 job title and Company** |  |
| **Reference type:***Please select* | * **Current or most recent employer**
* **Educational referee**
* **Personal referee**
* **Previous employer**
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| **Referee 2 contact number:** |  |
| **Referee 2 email address:** |  |

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| **Employment summary** *(most recent first) Please indicate the reason for any gaps in your employment* |
| **Employer** | **Post title** | **Dates** (from - to) | **Reason for Leaving/Gaps** |
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| --- | --- |
| Current Salary: |  |
| Notice required to terminate current post: | **Could this period be negotiated? (please circle)****Yes No Possibly**  |

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| **Education & Training** |
| **Place of learning** | Qualifications and grades achieved | Date awarded |
|  |  |  |
| Relevant Professional Development Activities/Courses attended in last three years |
| **Course title/Activity** | **Name of provider** | **Duration** |
|  |  |  |
| Membership of Professional Bodies or any honours and titles held |
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| **Supporting Statement** |
| Please outline in your supporting statement how you meet the requirements of the role as detailed in the job description and person specification. The shortlisting panel will score your application against the requirements of the person specification.Please limit to 2 sides of A4, Arial 11 font. |
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**Declaration statements**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to an Enhanced Criminal Records Bureau Disclosure check, amongst other safer recruitment checks.

Where a post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to reveal all convictions, both spent and unspent, which would not be filtered in accordance with current guidance.

Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies. Please note that certain criminal convictions may affect your eligibility for employment with the college, but having a previous conviction will not automatically bar you from employment. Please refer to the college website for the policy statement on the recruitment of ex-offenders.

This information is considered sensitive personal data under the Data Protection Act 1998. It will only be used for the purposes of this recruitment exercise and will be safely disposed of after six months if you are not successful in your application for this vacancy.

If you have answered YES to any of the below questions please provide details in writing or by email. Please mark your correspondence 'Confidential & Sensitive Information' and email to humanresources@reaseheath.ac.uk or post to: HR Department, Reaseheath College, Reaseheath, Nantwich CW5 6DF. Please ensure your name and the job reference are also included.

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| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminaloffence or cautioned? | Yes | [ ]  | No | [ ]  |
| Are there any criminal charges pending against you? | Yes | [ ]  | No | [ ]  |
| Are you disqualified from working withchildren subject to regulated body sanction? | Yes | [ ]  | No | [ ]  |
| Have you ever been refused employment based on a DBS/CRB check? | Yes | [ ]  | No | [ ]  |
| Do you consent to a DBS check if you aresuccessful? | Yes | [ ]  | No | [ ]  |
| Have you been the subject of disciplinaryaction in the past 2 years? | Yes | [ ]  | No | [ ]  |

**EQUALITY MONITORING**

Reaseheath College wants to meet the aims and commitments set out in its equality and diversity policy. This includes not discriminating in our recruitment processes and ensuring that all sections of our community are treated fairly and respectfully if applying for any roles with the College. The organisation needs your help and co-operation to enable it to do this effectively, by providing details against the protected characteristics identified by the Equality Act. However, filling in this part of the application form is voluntary.

The information you provide will stay confidential, it will not be considered as part of any shortlisting or recruitment decision and it will be stored securely and limited to the organisation's Human Resources team. It will be used anomymously as part of the College's equality monitoring process with the aim being to improve the service we provides to all sections of our community.

By completing this form you agree that, under the Data Protection Act 1998, the College may hold and use personal information about you for monitoring purposes as explained above.

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| (1) | **Gender** | Male | [ ]  | Rather not say | [ ]  |
|  |  | Female | [ ]  |
|  |
| (2) | **Marital status**  | Married | [ ]  | Co-habiting | [ ]  |
|  |  | Divorced | [ ]  | Single | [ ]  |
|  |  | Civil Partnership | [ ]  | Separated | [ ]  |
|  |  | Widowed | [ ]  | Prefer not to say | [ ]  |
|  |
| (3) | **Ethnic origin** | White British | [ ]  | Asian or Asian British – any otherAsian background | [ ]  |
|  |  | White Irish | [ ]  | Asian or Asian British – Bangladeshi | [ ]  |
|  |  | White Welsh | [ ]  | Asian or Asian British - Indian | [ ]  |
|  |  | Chinese | [ ]  | Asian or Asian British – Pakistani | [ ]  |
|  |  | Mixed – White and Asian | [ ]  | Black or Black British – African | [ ]  |
|  |  | Mixed – White andBlack African | [ ]  | Black or Black British - Caribbean | [ ]  |
|  |  | Mixed – White andBlack Caribbean | [ ]  | Black or Black British – any otherBlack background | [ ]  |
|  |  | Any other - Arab | [ ]  | Mixed – any other mixed background | [ ]  |
|  |  | Any other – Gypsy,Travellor, Roma | [ ]  | White – any other white background | [ ]  |
|  |  | Any other ethnic group | [ ]  | Prefer not to say | [ ]  |
|  |
| (4) | **Nationality** |  |
|  |
| (5) | **Sexual Orientation**(Stonewall definitions) | Bisexual | [ ]  | Gay Woman/Lesbian | [ ]  |
|  |  | Gay man | [ ]  | Heterosexual | [ ]  |
|  |  | Prefer not to say | [ ]  | Other | [ ]  |
|  |
| (6) | **Religious Belief** | Agnostic | [ ]  | Christian – Orthodox | [ ]  |
|  |  | Atheist | [ ]  | Christian - Protestant | [ ]  |
|  |  | Buddhist | [ ]  | Christian – Roman Catholic | [ ]  |
|  |  | Confucianism | [ ]  | Hinduism | [ ]  |
|  |  | Islam – Shiite | [ ]  | Islam – Sunni | [ ]  |
|  |  | Judaism - Hassidic | [ ]  | Judaism – Orthodox | [ ]  |
|  |  | Judaism – Reformed | [ ]  | Prefer not to say | [ ]  |
|  |  | Shintoism | [ ]  | Sikhism | [ ]  |
|  |  | Taoism | [ ]  | Other – Please specify:  | [ ]  |
|  |  | Do you have any special requirements in terms of religious belief? |

**DISABILITY**

Reaseheath College is a Disability Confident employer and is committed to employing and retaining both disabled people and those with health conditions. To help us to be a disability confident employer it is important that we know when individuals have a disability or health issue. The Recruiting Manager will be notified if you have indicated that you have a disability, and if you have ticked to indicate that you will need additional assistance or adjustments to attend the interview/assessment the Recruiting Manager will contact you to discuss.

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| (7) | **Do you consider yourself to have****a disability?**  | Disabled | [ ]  | Not disabled | [ ]  |
|  |  | Not known | [ ]  |  |  |
|  |  |  |  |  |  |
|  | **Disability description** (*please specify)* |  |
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| (7) | **Date of birth** |  |
|  |  |  |  |  |  |
| (8) | **Signature** |  |
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| (9) | **Date**  |  |

**PART D – Application Media**

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| **Please help us to identify which of our advertising media is the most successful. Where did you hear about this role (please tick as many boxes as are applicable:** |
| **Specialist Publications** |  |
| Farmers Weekly | [ ]  |
| Farmers Guardian | [ ]  |
| Horticulture Weekly | [ ]  |
| Cage and Aviary | [ ]  |
| **National Newspaper** |  |
| The Guardian | [ ]  |
| The Times Educational Supplement (TES) | [ ]  |
| The Times Higher Education Supplement | [ ]  |
| Other National paperPlease specify: | [ ]  |
| **Website** |  |
| Reaseheath College website | [ ]  |
| TES /THES | [ ]  |
| Jobs.ac.uk | [ ]  |
| FEJobs.com | [ ]  |
| Indeed | [ ]  |
| **Other** |  |
| Specialist/trade journalPlease specify: | [ ]  |
| Friend or family not working in the college | [ ]  |
| Friend or family working in the college | [ ]  |
| Job Centre – Online | [ ]  |
| Job Centre – Advice centre | [ ]  |
| Other Please specify: | [ ]  |

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| **Declaration** |
| I confirm that the information that I have supplied on this application form is accurate and correct.Signed: ………………………………………………………………………… Date: ………………… |