



QUEEN'S
COLLEGE
TAUNTON

Application Form

All sections on the Employment Application, Personal Details and Diversity Monitoring Forms must be completed. Incomplete or late applications will NOT be put forward for shortlisting. Please complete electronically or use dark ink and ensure your name and the post title are stated on any additional sheets.

We do appreciate the effort that you have put into this application and thank you for your interest in working for the College.

If you require this form in a different format (i.e. large type, please contact the HR Manager).

1. Details of the post for which you are applying

Post Title:
Department (of post applied for):

2. Your name

Surname:	Initials:
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3. Current/Most Recent Employer

Employer's Name:					
Address:					
Job Title:		Salary:			
Date Started:		Date Finished		Notice period	
Main Responsibilities:					

4. Previous Employment (please start with the most recent and include full-time/part-time, voluntary work and explanations for periods of non-employment)

Dates – From/To	Employer	Post held with brief outline of duties	Reason for leaving

Please continue listing previous employments on a separate sheet if necessary.

Gaps in employment history

Please provide explanations for any gaps i.e. “in full-time education”. If you do not provide a full history your application may not be put forward for shortlisting.

Full Date DD/MM/YY		Reason for the gap in employment
From	To	

5. Education

Name of Educational Establishment	Dates		Qualification gained	Grade
	From DD/MM/YY	To DD/MM/YY		
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Recent short courses / training events including CPD (please provide dates)

Membership of Administrative, Professional or Technical Bodies (please provide dates)

6. *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. You should draw on your relevant experiences including paid employment, voluntary work and leisure activities as evidence.

Please state 'see attached' if you have enclosed any additional sheets. CVs will not be accepted.

Declaration

I confirm that the information given to you is, to the best of my knowledge, true and complete. I understand that any false statements may lead to rejection or, if employed, to dismissal.

If you return this form electronically, then as well as printing your name below, you will be required to sign your application form at interview stage, if selected.

Signature:

Date:

Notes

- a) Queen's College, Taunton, is an equal opportunities employer.
- b) Queen's College, Taunton, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- c) The successful applicant will be required to submit an Enhanced Disclosure Application to the Disclosure and Barring Service (the cost to the borne by Queen's College, Taunton).
- d) This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those as 'spent' must be declared. Please see note below.
- e) Applications not submitted on this standard application form will not be accepted.

Data Protection

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process. Once the process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. All processing of personal data by the school is undertaken in accordance with the principles of the Data Protection Act 2018.

PERSONAL DETAILS FORM



All sections of this form must be completed. The information provided will be separated from your application for shortlisting purposes.

Diversity Monitoring

Queen's College is committed to both eliminating discrimination and encouraging diversity amongst our workforce community.

The information you provide will be treated as strictly confidential and will be used only for equality and diversity monitoring purposes and for the purpose of helping us to prioritise appropriate initiatives. It will not be used for shortlisting or interviewing purposes.

Post for which you are applying:

Department (of post applied for):

Personal details

Surname:

Forename(s):

Title: Mr/Mrs/Miss/Ms/Dr/Other

Date of Birth:

DFE Number (Teachers):

NI Number:

Address:

Postcode:

Telephone Home:

Mobile:

Work:

E-mail:

Data Protection Act 1998

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel records. Information provided on the Diversity Monitoring Form will be used to monitor the school's equal opportunities policy and practices. All processing of personal data by the school is undertaken in accordance with the principles of the Data Protection Act 2018.

Relationships

Are you or is any member of your family related to or have a close relationship with an employee or governor or student of Queen's College?

Yes ☐ No ☐

If yes, name:

Relationship:

Position:

The Safeguarding Vulnerable Groups Act 2006 as amended by The Protection of Freedoms Act 2012

The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 aims to minimise the risk of harm to children and adults by workers who might seek to cause them harm. The College has a legal obligation to check those employed at a 'specified place' are not barred from working with vulnerable groups. (All roles at the College are deemed as taking place at a 'specified Place'.) All successful applicants will be required to undertake an enhanced check by the Disclosure and Barring Service.

Are you registered with the Disclosure and Barring Service online?

☐ Yes ☐ No

If yes, please sign below to give your permission for Queen's College to check your details via the online service in the event that you are successful in your application.

Signed

Rehabilitation of Offenders Act 1974

Please read the following carefully and complete as appropriate.

(If you are employed, failure to provide full details is could result in dismissal or disciplinary action).

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013 & 2020.

If you are shortlisted and invited to interview, you will be asked to complete and return a criminal record self-disclosure before the interview date.

All unspent cautions / convictions and any criminal offences that would not be filtered, must be declared at that time. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. The College does not discriminate against candidates with criminal convictions. For further information please visit the Ministry of Justice [website](#) or Nacro [quick guide](#)

I have read and understood my obligations to declare relevant cautions and/or convictions if I am shortlisted ☐

If the role you are applying for requires you to drive a College vehicle, please answer the following question:

Have you held a full driving licence for at least two years with no more than 6 points?

Yes No

Right to work in the UK

Do you have the right to work in the UK? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

When was the work permit issued? DD/MM/YY

When does the work permit expire? DD/MM/YY

Have you lived or worked abroad for a period of longer than one month in the last five years?
If so then please provide details.

Please provide any additional information relating to your eligibility to work in the UK.

References

Please give the names of two referees. Both must be work related, one must be your current or most recent employer and one should be a previous employer. Character references cannot be accepted. If you are or have been self employed, references can be from certified professionals. If this is your first employment, we will accept references from past tutors/teachers.

Please note – once you have been shortlisted, we contact your referees, unless you indicate otherwise.

Name:

Name:

Address:

Address:

Post Code:

Post Code:

How known to you:

How known to you:

Telephone No:

Telephone No:

Nature of business:

Nature of business:

Job Title:

Job Title:

E-mail:

E-mail:

May we contact prior to interview? Yes/No

May we contact prior to interview? Yes/No

How did you **initially** hear about this vacancy?

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Please note – Employees are not able to commence work until the appropriate pre employment checks have been carried out and satisfactory responses received by the College.

Your employment is conditional upon the receipt of satisfactory references and satisfactory clearance from the Disclosure and Barring Service.

Without these responses, there may be a delay to your employment commencement date. This applies to all posts within the College.

Equality Monitoring Data

Relationship Status

Divorced	<input type="checkbox"/>	Married or Civil or Legal Partnership	<input type="checkbox"/>
Partnered, Relationship or Co Habiting	<input type="checkbox"/>	Single	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Religion/Belief

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Humanist	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Any other religion or philosophical belief				<input type="checkbox"/>			
Prefer not to say		<input type="checkbox"/>					

Monitoring Ethnicity

How would you describe yourself (please tick one box only):

<input type="checkbox"/> Asian or Asian British - Bangladeshi	<input type="checkbox"/> Asian or Asian British - Chinese
<input type="checkbox"/> Asian or Asian British – Indian	<input type="checkbox"/> Asian or Asian British – Pakistani
<input type="checkbox"/> Any other Asian background	
<input type="checkbox"/> Black or Black British African	<input type="checkbox"/> Black or Black British Caribbean
<input type="checkbox"/> Black British any other Black/African/Caribbean	
<input type="checkbox"/> Mixed White and Asian	<input type="checkbox"/> Mixed White and Black African
<input type="checkbox"/> Mixed White and Black Caribbean	
<input type="checkbox"/> Mixed any other mixed/multiple ethnic background	
<input type="checkbox"/> White British	White Irish <input type="checkbox"/>
<input type="checkbox"/> White Other European	White Gypsy or Irish Traveller <input type="checkbox"/>
<input type="checkbox"/> White any other White	
<input type="checkbox"/> Arab	Prefer not to say <input type="checkbox"/>
<input type="checkbox"/> Any other ethnic group	

My age is:	16 – 20	<input type="checkbox"/>	21 - 30	<input type="checkbox"/>	31 – 40	<input type="checkbox"/>
	41 – 50	<input type="checkbox"/>	51 – 60	<input type="checkbox"/>	61 - 70	<input type="checkbox"/>
					70+	<input type="checkbox"/>

My gender is -This should be your gender at birth or on a Gender Recognition Certificate.
 (please tick appropriate box):

Male ☐ Female ☐ Prefer not to say ☐

Sexual Orientation:

Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Prefer not to say ☐

Queen's College recognises that the gender in which an individual chooses to live their lives is their own choice. An individual is not obliged to disclose transsexual status, although we will welcome their choice to do so. A person can indicate their sex or gender as that in which they live, even where this differs from the sex recorded on their birth certificate.

Disability

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

Do you consider yourself to have a disability? Yes ☐ No ☐

If you answered **yes** then please select a category below:

Learning impairment	<input type="checkbox"/>
Longstanding illness or health condition	<input type="checkbox"/>
Physical impairment	<input type="checkbox"/>
Sensory impairment	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

If there any adjustments we could make to enable you to participate in our selection process please provide details:

I confirm that the information that I have provided is to the best of my knowledge, true and complete. I understand that any false statements or failure to disclose convictions may lead to a rejection, withdrawal of an offer of employment, or, if employed, to dismissal.

If you return this form electronically, then as well as printing your name below, you will be required to sign your personal details form at interview stage, if selected.

Signature:..... Date: