



## 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).

Details of the post for which you are applying	
Post Title:	
Department (of post applied for):	

Your name			
Surname		Initials	

Current/Most Recent Employer					
Address					
Job Title		Salary			
Date Started		Date Finished		Notice Period	
Main Responsibilities					

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*

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.

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Reason for the gap in employment
----------------------	--------------------	----------------------------------

Name of Educational Establishment	From (Date) DD/MM/YY	To (Date) DD/MM/YY	Qualification Gained	Grade
-----------------------------------	-------------------------	-----------------------	----------------------	-------

[illegible]

## Application Form


### Recent short courses/training events including CPD (please provide dates)

--

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

--



## Application Form

### Supporting Statement

Please read the job description and person specification. Using examples, show 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.



*Please continue on a separate sheet if necessary*



## Application Form

### 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 be 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.



## Application Form

### 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	
Title		Date of Birth	
DFE Number (Teachers)		NI Number	
Address			
Postcode		Home Telephone	
Mobile		Work	
Email			

#### 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.

## Application Form

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, please provide a 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.	
Signature	

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 <a href="#">website</a> or <a href="#">Nacro quick guide</a> .

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

## Application Form

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.					
Reference One			Reference Two		
Name			Name		
Address			Address		
Postcode			Postcode		
How are they known to you			How are they known to you		
Telephone number			Telephone number		
Nature of business			Nature of business		
Job title			Job title		
Email			Email		
May we contact them prior or interview	Yes	No	May we contact them prior or interview	Yes	No

How did you initially hear about this vacancy?



## Application Form

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		Married or Civil or Legal Partnership	
Partnered, Relationship or Co-habiting		Single	
Widowed		Prefer not to say	

Religion/Belief					
Buddhist		Christian		Hindu	
Jewish		Muslim		Sikh	
Humanist		No Religion		Any other religion or philosophical belief	
Prefer not to say					

Monitoring Ethnicity					
How would you describe yourself (please tick one box only):					
Asian or Asian British -Bangladeshi		Black British any other Black/African/Caribbean		White British	
Asian or Asian British – Indian		Black or Black British Caribbean		White Other European	
Any other Asian background		Mixed White and Asian		White any other White	
Asian or Asian British - Chinese		Mixed White and Black Caribbean		White Irish	
Asian or Asian British – Pakistani		Mixed any other mixed/multiple ethnic background		White Gypsy or Irish Traveller	
Black or Black British African		Mixed White and Black African		Arab	
Any other ethnic group		Prefer not to say			

## Application Form

Age					
Please tick your age.					
16-20		21-30		31-40	
41-50		51-60		61-70	
70+					

Gender					
This should be your gender at birth or on a Gender Recognition Certificate. Please tick.					
Female		Male		Prefer not to say	

Sexual Orientation									
Please tick.									
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 tick a category below		
Learning impairment		
Longstanding illness or health condition		
Physical impairment		
Sensory impairment		
Prefer not to say		
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	
-----------	--	------	--