



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				
Name of Employer				
Address				
Job Title		Salary		
Date Started		Date Finished		Notice Period
Main Responsibilities				Reason for leaving (if relevant)

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



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

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

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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



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Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children and I am not subject to any sanctions imposed by a regulatory body (e.g. *the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature		Date	
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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 if you are shortlisted all unspent convictions, cautions and bind-overs, and any convictions or adult cautions that would not be filtered must be declared. Please see note below.
- e) Applications not submitted on this standard application form will not be accepted.



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Personal Details Form

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

Post for which you are applying	
Department (of post applied for)	

Personal Details			
Surname		Forename(s)	
Any previous / other names known by			
Title		Date of Birth	
DFE Number (Teachers)		NI Number	
Address			
Postcode		Home Telephone	
Mobile		Work	
Email			

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



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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 in regulated activity with vulnerable groups. (All roles at the College are deemed as taking place at a 'specified place'.) All successful applicants will therefore be required to undertake an enhanced Disclosure and Barring Service certificate with check of the children's barred list.

Are you registered with the Disclosure and Barring Service update service for the children's workforce?

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 and your DBS is at the correct level and for the correct workforce.

Signature

Rehabilitation of Offenders Act 1974

Please read the following carefully and complete as appropriate.

(If you are employed, failure to provide full details 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 / suitability self-disclosure before the interview date.

All unspent convictions and adult cautions 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 on filtering please visit the Ministry of Justice [website](#) or [Nacro quick guide](#).

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



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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 outside the UK since the age of 18? 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. If you are not currently working with children but have done so in the past, the second reference should be from the last place where you worked with children. The referee must have sufficient seniority to provide the reference; if your reference is a school or college, you should name the Headteacher / Principal as the referee.

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 will contact your referees; if you have any concerns about this, please contact us

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	



Application Form

How did you initially hear about this vacancy?

Data Protection Act 2018

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

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.

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Equality Monitoring Data

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

Queen's College recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form, but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy. Please complete the form as you feel it is most appropriate for you.

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			



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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		Other	
				Prefer not to say	

Sexual Orientation									
Please tick.									
Bisexual		Gay		Heterosexual		Lesbian		Other	
								Prefer not to say	

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		

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