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**full coat of armsAPPLICATION FORM**

Please complete this application form and then return it to the Human Resources Department.

Post applied for:

Please state how you became aware of the vacancy: …………………………………………

…………………………………………………………………………………………………...

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| --- | --- |
| **Personal Information** | |
| Surname: | Forenames: |
| Title: | Previous names (if any): |
| Current Address:  Email Address: | |
| Daytime telephone number: | Mobile Number: |
| Do you have the right to take up employment in the UK and, if necessary, a Work Permit? YES/NO | |
| Dates you are **not** available for interview: | |
| **Education and Qualifications** | |
| From GCSE or equivalent to degree level in chronological order | |
| Establishment: | Qualifications gained: |
| Postgraduate education or study or any other professional qualifications | |
| Establishment: | Qualifications gained: |

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| --- | --- | --- | --- | --- |
| **Employment History** | | | | |
| Start with your current or last employment. If necessary continue on a separate sheet until all employment history is shown. | | | | |
| From: | To: | | Name and address of employer: | Job title, description of duties and responsibilities, reason for leaving and salary on leaving: |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **Periods Not in Employment** | | | | |
| You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary. | | | | |
| From: | | To: | Reason for Periods not in Employment or Training | |
|  | |  |  | |
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| **Other Information** | | | | |
| Do you hold a full driving licence? If yes do you have any current endorsements? | | | | |
| Do you have any other training, qualifications or skills relevant to the post? | | | | |
| Have you made a previous application to the College? If so, when was this and what was the outcome? | | | | |
| Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application. | | | | |
| How many weeks’ or months’ notice do you have to give to your current employer? | | | | |
| If you are disabled, please give details of any special arrangements you would require to attend interview. | | | | |
| **Referees** | | | | |
| Please give details of two professional referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should **not** be a relative or contemporary. Referees will be contacted if selected for interview. | | | | |
| First Referee | | | |  |
| Name: | | | | Capacity Known: |
| Address: | | | | Telephone Number: |
| Email Address: |
| May we contact the referee before interview?  Yes/No |
| Second Referee | | | |  |
| Name: | | | | Capacity Known: |
| Address: | | | | Telephone Number: |
| Email Address: |
| May we contact the referee before interview?  Yes/No |
| Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer you were most recently employed to work with children. | | | | |
| Name: | | | | Capacity Known: |
| Address: | | | | Telephone Number: |
| Email Address: |
| May we contact the referee before interview?  Yes/No |
| Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience of qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure. | | | | |
| **Declaration of Criminal Convictions** | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.  In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions. | | | | |
| Have you ever been convicted of a criminal offence? Yes / No | | | | |
| If YES, please give details on a separate sheet and place in a sealed envelope addressed to the HR Department, all convictions, bind-overs and cautions, including “spent” and “unspent” convictions and cautions. Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g General Teaching Council (GTC). | | | | |

**Data Protection**

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection.

The information required is necessary for selection purposes and will be used by the College for the selection and verification process in connection with any vacancy that arises.

Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the College processing the data supplied on this application form for the purpose of recruitment and selection.

Signed:

Date:

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants ability for positions of trust, Wellington College complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The College is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.