



Scarborough
College

APPLICATION FORM

NAME:

POST APPLIED FOR:

Once it is complete this form, together with a covering letter of no more than one side of A4, should either be posted to:

HR
Scarborough College
Filey Road
Scarborough
North Yorkshire
YO11 3BA

or sent by e-mail to:

HR@scarboroughcollege.co.uk

Although a Curriculum Vitae may also be submitted, all candidates must complete this application form in full, i.e. a response 'see CV' on the form is not acceptable.

The completed form must be received no later than 12.00 noon
on the closing date given in the advertisement.

PERSONAL DETAILS

TITLE: SURNAME	FORENAMES:
FORMER SURNAMES:	PREFERRED NAME:
CURRENT ADDRESS:	TELEPHONE NUMBERS:
	DAYTIME:
	EVENING:
	MOBILE:
POSTCODE:	
E-MAIL ADDRESS:	
PREVIOUS ADDRESS (IF RESIDENT AT CURRENT ADDRESS FOR LESS THAN 5 YEARS):	
POSTCODE:	
NATIONAL INSURANCE NUMBER:	DfE REFERENCE NUMBER:
DO YOU HAVE QUALIFIED TEACHER STATUS (QTS)? YES / NO	ARE YOU REGISTERED WITH THE GENERAL TEACHING COUNCIL (GTC)? YES / NO
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UK? YES / NO	
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? YES / NO	
ARE YOU RELATED TO, OR HAVE A CLOSE RELATIONSHIP WITH, ANY EXISTING EMPLOYEES OR GOVERNORS OF SCARBOROUGH COLLEGE? YES / NO	
IF YES, PLEASE GIVE DETAILS:	

DISCRIMINATION

Scarborough College aims to ensure that no applicant or employee receives less favourable treatment than any other on grounds of sex, race, ethnic origin, marital status, sexuality, disability, age or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

Please describe any reasonable adjustment you need to help you with your employment application.

PRESENT EMPLOYMENT

NAME OF EMPLOYER:	CURRENT POST HELD:
ADDRESS:	CURRENT GROSS ANNUAL SALARY:
	DETAILS OF ANY EMPLOYMENT PERKS:
	IS ANY RESPONSIBILITY PAYMENT, TLR, BOARDING ALLOWANCE, LONDON WEIGHTING OR EQUIVALENT INCLUDED IN YOUR GROSS SALARY? IF SO PLEASE GIVE DETAILS.
	DETAILS (WITH DATES) OF PREVIOUS POSTS HELD WITH THE SAME EMPLOYER:
POSTCODE:	
E-MAIL:	
TEL:	
DATE OF APPOINTMENT:	REASON FOR LEAVING:
NOTICE REQUIRED:	

PREVIOUS EMPLOYMENT (in chronological order)

Please list all employment, including part-time and voluntary work, since leaving secondary education.

Under the 'Safeguarding Children and Safer Recruitment in Education' Guidance 2006 all gaps in employment must be accounted for. If there are gaps between employments please state the reasons for these gaps.

We will contact previous employers to verify reasons for leaving and dates of employment.

For any teaching posts held, please give information about age range, subjects taught and the title of any posts held.

NAME AND ADDRESS OF EMPLOYER:	DETAILS OF POST HELD	FULL OR PART TIME	PERIOD OF EMPLOYMENT				REASON FOR LEAVING
			FROM		To		
			MONTH	YEAR	MONTH	YEAR	

PREVIOUS EMPLOYMENT (continued)

NAME AND ADDRESS OF EMPLOYER:	DETAILS OF POST HELD	FULL OR PART TIME	PERIOD OF EMPLOYMENT				REASON FOR LEAVING
			FROM		TO		
			MONTH	YEAR	MONTH	YEAR	

(Please continue on an additional sheet if necessary.)

OTHER RESPONSIBILITIES

DETAILS OF ANY OTHER CAPACITIES IN THE LAST THREE YEARS IN WHICH YOU HAVE WORKED WITH CHILDREN, INCLUDING CONTACT DETAILS	FULL OR PART TIME	PERIOD				REASON FOR LEAVING
		FROM		To		
		MONTH	YEAR	MONTH	YEAR	

EDUCATIONAL RECORD (secondary school onwards)

NAME OF SCHOOL/COLLEGE	QUALIFICATIONS GAINED GCSE/O-LEVEL GRADES ARE NOT REQUIRED FROM APPLICANTS FOR NON-TEACHING POSTS	PERIOD			
		FROM		To	
		MONTH	YEAR	MONTH	YEAR

EDUCATIONAL RECORD (post-secondary school)

FULL NAME OF EDUCATIONAL ESTABLISHMENT	TITLE OF COURSE	DETAILS OF QUALIFICATION GAINED ANY DEGREE SHOULD INCLUDE BOTH CLASS & DIVISION	PERIOD				FULL OR PART TIME
			FROM		TO		
			MONTH	YEAR	MONTH	YEAR	

ICT PROFICIENCY AND SKILLS

DETAILS, WITH DATES, OF OTHER RELEVANT QUALIFICATIONS GAINED

DATE (MONTH/YEAR)	DETAILS OF QUALIFICATION	AWARDING BODY / INSTITUTION

DETAILS, WITH DATES, OF RELEVANT COURSES ATTENDED/PROFESSIONAL DEVELOPMENT AND TRAINING

DATE (MONTH/YEAR)	COURSE TITLE AND/OR DESCRIPTION	COURSE PROVIDER

PLEASE SUMMARISE ANY INTERESTS OR SIGNIFICANT PERSONAL ACHIEVEMENTS

Please give information about any interests, hobbies or activities in which you are involved.

Please also indicate any activities that you would like to offer as your extra-curricular contribution (including Games) and indicate level / standard, where appropriate.

LETTER OF APPLICATION

You should write a covering letter to accompany this application form, making it clear why you are interested in the post for which you are applying. This should also outline what particular attributes, personal qualities, experience or special areas of interest you would bring to the role. This should not exceed one side of A4 in length. These letters will form part of the formal application for the role.

THE WELFARE, PROTECTION AND SAFETY OF PUPILS

Scarborough College is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced disclosure from the Disclosure and Barring Service. A copy of the College's Child Protection Policy is available on request.

As part of our selection process short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates' suitability for working with children and their previous experience in such roles.

CHILDREN ACT, 1989

The *Children Act, 1989* places a statutory obligation on schools to safeguard and promote the welfare of children attending them. Accordingly, the Governors of Scarborough College require all new appointees to provide the following information.

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on List 99 which names those who may not be employed in schools? **YES/NO**

Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children? **YES/NO**

Are you now, or have you ever been, subject to sanctions imposed by a regulatory body (e.g. the General Teaching Council (GTC))? **YES/NO**

Signature of Applicant: Date:

REHABILITATION OF OFFENDERS ACT, 1974

The post for which you are applying involves substantial opportunity of access to children. It is exempt from the *Rehabilitation of Offenders Act, 1974*. You are therefore required to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be regarded as 'spent' under the Act. You are also required to declare any outstanding case(s) against you.

You should be aware that the College will institute its own checks with the Disclosure and Barring Service and DfES. Please submit information in confidence, enclosing details in a separate sealed envelope marked 'Confidential' which will be seen only by the Headmaster. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light. A criminal record does not necessarily mean a bar to obtaining a position.

I have nothing to declare

(Please delete one of the statements, as appropriate)

I enclose a confidential statement

The appointment of the successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service. All DBS checks are handled in line with the DBS Code of Practice, a copy of which is available on request.

REFERENCES

Please supply the details of two or more referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be the employer by whom you were most recently employed in work with children. You must list every employer in the last two years where the job involved working with children.

Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

If you are currently working with children, or have previously done so, your employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

If the post is for a position in Senior Management, an additional third referee should be given.

Please note that referees may be contacted by telephone to verify particular experience or qualifications and will be invited to submit confidential written references prior to interviews being held.

All references will be requested for short-listed candidates. If for any reason you would prefer us not to take up a particular reference prior to interview please contact the Headmaster directly to discuss the circumstances.

NAME:	NAME:
ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:
JOB TITLE:	JOB TITLE:
E-MAIL:	E-MAIL:
TELEPHONE (DAY):	TELEPHONE (DAY):
TELEPHONE (EVENING):	TELEPHONE (EVENING):
TELEPHONE (MOBILE):	TELEPHONE (MOBILE):

NAME:	NAME:
ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:
JOB TITLE:	JOB TITLE:
E-MAIL:	E-MAIL:
TELEPHONE (DAY):	TELEPHONE (DAY):
TELEPHONE (EVENING):	TELEPHONE (EVENING):
TELEPHONE (MOBILE):	TELEPHONE (MOBILE):

DECLARATION

Providing false information is an offence and could result in this application being rejected, or summary dismissal if you have been selected for the post, and possible referral to the police.

I declare that the information given in this form is correct and that no material information is omitted:

Signature of Applicant: Date: