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|  | **JOHN LEGGOTT COLLEGE**  **APPLICATION FOR EMPLOYMENT** |  |
| **Position Applied for:** | | | |
| **Applicants are required to complete all parts of this application form, CVs are not acceptable***.* **Applications should be written in black ink or typed/word processed** | | | |

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| SURNAME | FIRST NAME(S) | TITLE |

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| ADDRESS  Post Code | TELEPHONE NUMBERS  Home:  Work: |
| Mobile:  Email Address: |
| National Insurance Number: |
| Are you entitled to work in the United Kingdom? YES NO | |
| WHEN COULD YOU COMMENCE WORK IF APPOINTED? | |

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| **MOST RECENT POST** |  |  |
| Title of current/most recent post |  | Present or last Salary:  Part Time YES/NO  If YES, Number of hours: |
| Name and address of employer |  | Salary Scale and Point on Scale if applicable: |
| Date appointed: |
|  |  | Notice required or date left: |
| Brief description of your main duties and responsibilities  Reason for leaving/seeking alternative employment: |  | |

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| **PREVIOUS EMPLOYMENT** (please list in date order with most recent first) | | | | | |
| Dates  From (m/y)  To (m/y) | | Employer  (Name and Address) | Post and Salary Scale | Brief Description of post | Reason for leaving |
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| **OTHER EXPERIENCE** (include any unpaid/voluntary work and please account for any gaps in employment) | | | | |
| From  (m/y) | To (m/y) | Position Held | Employer | Salary: Scale/Grade  (if applicable) |
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| **EDUCATION** (Successful applicants must be prepared to produce evidence of qualifications held) | | | | |
| Give details (including dates) of Secondary Schools and Colleges/Universities attended and particulars (including dates)  of Qualifications obtained, including school leaving examinations and any other Certificates, Diplomas or Degrees | | | | |
| Dates  From (m/y) To (m/y) | | Secondary School/College/University attended | Qualifications Obtained  (including grade) | |
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| Do you have Qualified Teacher Status (please provide your Teacher Reference Number) | | | Yes | No |

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| **COURSES ATTENDED** – Please give details of courses attended which have not led to a qualification; please include dates, nature, duration (full or part-time) and name of organising body. | |
| Course Title & Name of Provider | Date |
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| **MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES** | | | |
| Professional Body | Membership Number | Date (s) | Grade (s) |
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| **Further Information** |
| Please briefly explain why you feel you are suitable for this post, how you meet the person specification for the role and what you would wish to contribute to the college. Also include details of any special interests and experience which may be relevant to this application including outside activities and voluntary work. Please continue on a separate sheet if necessary, or provide the information in a covering letter. **A Curriculum Vitae is not acceptable**. |

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| **REFEREES:** Please give names and addresses of two people who can be asked for information about you. **If you are currently employed one of these should be your employer.** If you are not currently employed please give a previous employer. If you have not had previous employment please give someone as a referee who has known you for at least two years. If possible your references should cover the past five years – please give contact details of any additional referees on a separate sheet. | | |
| Name:  Address:  Post Code:  Telephone No:  E-mail address:  (where available)  Relationship to Applicant: | Name  Address:  Post Code:  Telephone No:  E-mail address:  (where available)  Relationship to Applicant: | |
| May we contact this referee prior to interview? Yes/No May we contact this referee prior to interview? Yes/No | | |
| HOW DID YOU LEARN OF THIS VACANCY? | | |
| Do you hold a current driving licence? YES 🞏 NO 🞏  Any endorsements (if YES) give details: YES 🞏 NO 🞏  Do you have a regular use of a motor vehicle? YES 🞏 NO 🞏 | | Are you related to any member of College Staff or Governor of John Leggott College  YES 🞏 NO 🞏  If YES please give name and relationship: |

#### EQUAL OPPORTUNITIES POLICY: *John Leggott College is working towards a positive policy of equal opportunity. The College aims to end discrimination wherever it may exist. All disabled applicants who meet all of the essential criteria of the person specification will be invited to interview.*

**DISABILITY CONFIDENT**

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| Do you have a disability you wish us to know about at this stage? YES 🞏 NO 🞏  Are you seeking an interview under the disability symbol scheme? YES 🞏 NO 🞏  Will you need any assistance at interview e.g. sign language, interpreter, YES 🞏 NO 🞏  access to buildings? (if YES please specify your actual need below) |

**DBS AND OTHER PRE-EMPLOYMENT CHECKS**

Please note that in the event of you being offered the position with John Leggott College, the offer will be subject to proof of qualifications, a satisfactory DBS disclosure, medical clearance and receipt of satisfactory references.

## **DATA PROTECTION LAW**

The General Data Protection Regulations (GDPR), which succeeds the 1998 Data Protection Act, describe how organisations such as John Leggott Sixth Form College must collect, handle and store personal information. For full detail on how we do this with your personal data please read the “Privacy Notice – Staff Applicants” which can be found on our website on the following link: <https://www.leggott.ac.uk/privacy/>

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| **PREVIOUS CONVICTIONS**  The post you have applied for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. You are therefore required to declare any previous convictions, bound over orders or cautions which for other purposes are ‘spent’ under the provisions of the Act. This information will not automatically preclude you from employment. Any information given will be treated as confidential. **Please state brief details below.**  **DECLARATION**  I understand that if I am offered a post the information submitted in my application will form the basis of my contract of employment with John Leggott College and that if it is subsequently discovered that I have wilfully or negligently given false information, or withheld information, I will be liable to immediate dismissal. I understand that canvassing in any form is forbidden, either directly or indirectly and will automatically invalidate my application. I certify that all statements made on this form and any attached papers are, to the best of my knowledge and belief, correct.  **Signed**.......................................................................... **Date**.................................................................... |
| **PLEASE RETURN COMPLETED FORM TO:** Human Resources, John Leggott College, West Common Lane, Scunthorpe, North Lincolnshire DN17 1DS **Tel: 01724 407138 or e-mail: humanresources@leggott.ac.uk** |