

# Samuel Whitbread Community College

## Application for Employment

### Jobs working with Children



Samuel Whitbread Community College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Please read the information and guidance notes before you complete the form.**

SECTION A		Job Details	
<b>Job Applied For:</b>			
<b>Location:</b>			
<b>Job Reference Number:</b>			

SECTION B		Personal Information	
<b>Surname:</b>			
<b>First Name:</b>			
<b>What title do you use?</b> (For example; Mr/Mrs/Miss/Ms/Dr):			
<b>Address</b> (Including Post Code):			
<b>Telephone Number</b> (Please tick <input checked="" type="checkbox"/> the preferred contact number):		Daytime <input type="checkbox"/>	Evening <input type="checkbox"/> Mobile <input type="checkbox"/>
<b>Email Address:</b> (This address may be used to contact you during the recruitment process)			

SECTION C		Current or most recent Employment/Voluntary Work	
<b>Name and address of organisation:</b>	Job Held:	Current Salary/Pay Rate:	
	Date of Appointment:	Length of Notice:	
<b>Brief summary of duties and responsibilities:</b>			
<b>Are you currently in employment?</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If no, please state the date when last employment ended and the reason:	

**SECTION D**

## Educational and Professional/Specialist Qualifications

**Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** *(Please use an additional sheet if necessary)*

Name and address of School, College or University attended:	Qualifications: <i>(for example NVQ, GCSE, A level, Degree)</i>	Grade/Result received:

**SECTION E**Training relevant to this post. *(Please use an additional sheet if necessary)*

Name of Organisation:	Name of specialist training courses:	Result received:



**SECTION G**

## Additional Information

**With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience. *(Please use an additional sheet if necessary)***

**SECTION H**

## References

Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.

Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.

**If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**

The referees provided will be asked if you have any live disciplinary offences and also about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

**PLEASE NOTE THAT Samuel Whitbread Community College reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.**

## Referee from Present or Last Employer/Voluntary Organisation

<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address</b> (Including Post Code):		<b>Telephone No:</b>	
		<b>I agree to this reference being taken prior to any interview:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Email Address:</b>			

## Referee from Present or Last Employer/Voluntary Organisation

<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address</b> (Including Post Code):		<b>Telephone No:</b>	
		<b>I agree to this reference being taken prior to any interview:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Email Address:</b>			

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<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address</b> (Including Post Code):		<b>Telephone No:</b>	
		<b>I agree to this reference being taken prior to any interview:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Email Address:</b>			

SECTION I	Further Information	
1. Your job may require you to travel around the Trust (see <i>person specification</i> ). Would this present any difficulty for you?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
3. Are you, to your knowledge, related to or have a close relationship with any Governor, member of Samuel Whitbread Community College staff or Central Bedfordshire Local Authority staff of representatives?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4. Do you hold any other appointment that would continue if you were appointed to this job?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
5. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DCSF, GTC or been placed on List 99, POVA or PoCA?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>If you have answered 'yes' to questions 1, 2, 3, 4 or 5 please give details below:</b>		
6. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands.  <b>Do you understand the above and agree to declare this information?</b>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

SECTION J	Declaration	
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p> <p>Signature: _____ Date: _____</p> <p><b>If you lobby Governors or employees of the College or Trust, either directly or indirectly, in connection with your application you will be disqualified.</b></p>		

<p><b>Data Protection Act 1998: Assurance of Fair Processing:</b> We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.</p> <p>We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.</p>
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**Please return your completed application form to the School's address as shown on the advert.**