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**Employment Application Form**

*Please refer to the guidance notes to help you complete this form*

**Details of post**

|  |  |
| --- | --- |
| Post applied for  |  |
| Location  |  |

**Section 1 – personal details**

|  |  |
| --- | --- |
| Preferred title  |  |
| Forename  |  |
| Family name  |  |
| Please state any previous names you have been known by  |  |
| Address *(including postcode)* |  |
| Home telephone number  |  |
| Mobile telephone number  |  |
| Work telephone number |  |
| Email address  |  |

**Right to work in the UK**

|  |  |
| --- | --- |
| National insurance number  |  |
| Do you require a work permit or visa? | Yes / No  |
| If yes, please give details including type, number, issue and expiry date |  |
| Have you ever lived or worked outside the UK? | Yes / No |
| If yes, please give details  |  |
| Please state any languages you are fluent in, indicating whether this is mother tongue, qualified fluency or other  |  |

**Driving licence declaration**

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes / No  |
| If yes, please provide details including driving licence number, driving licence type/country of issue, dates of validity (from /to), categories of licence: |  |
| If selected, how would you travel to/from work? |  |

**Suitability for the post**

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings which are not spent or protected?  | Yes / No  |
| If yes, please give details  |  |
| Are you currently under any process arising from your employer’s concerns regarding your capability or performance?  | Yes / No  |
| If yes, please give details  |  |
| Are you currently under any process, investigation or sanction relating to your employer’s concerns regarding your conduct or discipline?  | Yes / No  |
| If yes, please give details |  |
| Have you ever been subject to any allegations or disciplinary sanctions relating to the safeguarding and protection of children or vulnerable adults?  | Yes / No |
| If yes, please give details |  |
| Have you ever been convicted of a criminal offence?  | Yes / No  |
| If yes, please give details |  |
| Have you subscribed to the DBS Update Service?  | Yes / No  |
| If yes, please give details |  |
| Are you subject to a barring or prohibition order?  | Yes / No |
| Are you subject to a Section 28 prohibition? | Yes / No  |
| If have worked or lived overseas, do you hold a Certificate of Good Conduct for your time spent abroad? | Yes / No  |

**References**

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| Name  |  |  |
| Job title  |  |  |
| Relationship to you  |  |  |
| Address |  |  |
| Telephone number  |  |  |
| Email address |  |  |
| Do you give your consent to contact prior to interview? | Yes / No | Yes / No  |

**Relatives and other interests**

|  |  |
| --- | --- |
| Do you have any relationship to any current Energy Coast UTC staff/trustees? | Yes / No  |
| If yes, please give details  |  |

**Flexible Working**

|  |  |
| --- | --- |
| Do you have primary care responsibilities for a dependent with disabilities? | Yes / No |
| Would you wish to consider flexible working arrangements/job share? | Yes / No |
| Do you need any reasonable adjustments to be able to attend selection process or for work if you are selected? | Yes / No |
| Would you be prepared and able to car share? | Yes / No |

**Process Survey**

|  |  |
| --- | --- |
| How did you become aware of the vacancy? |  |
| What about the recruitment pack attracted you to the post and why you applied? |  |
| Was there any information that you did not have which you would have liked to have had in order to apply for the post? |  |
| Are you an internal applicant? | Yes / No |
| Are you an agency worker? | Yes / No  |

**Declaration**

I declare that, to the best of my knowledge, the information contained within this application is true and correct. I accept and understand that:

* If it is found that I have given false, inaccurate or misleading information, an offer of employment may be rescinded and/or my employment terminated without notice.
* Where I cannot provide evidence of qualifications and/or satisfactory references cannot be received an offer of employment may be rescinded and/or my employment terminated without notice, or my probation period may be extended.
* If I cannot provide documentary evidence of my right to live and work in the UK and/or my visa or work permit is not renewed, an offer of employment may be rescinded and or my employment terminated without notice.
* Under the Rehabilitation of Offender Act failure to disclose any convictions, spent or otherwise will result in non-appointment and potential dismissal.
* Where the post for which I am applying requires me to work with children and/or vulnerable adults, I hereby agree to full disclosure about the existence of a criminal record, spent or otherwise.
* If I canvass anyone employed or otherwise connected with the employer in connection with my application, I will be disqualified from the selection process
* The data contained in this application is being held and processed in accordance with the Data Protection Act 2018 and I have received and understood the privacy notice for applicants.
* If I need any adjustments to participate in the selection process, I will contact the employer accordingly
* If I am shortlisted, the Energy Coast UTC may conduct online searches of the candidate as pre-recruitment checks.

|  |  |
| --- | --- |
| Signature  |  |
| If submitting electronically, please tick to indicate your agreement with the declaration  |  |
| Date  |  |

**Section 2 – application and selection data**

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **University**  | **From**  | **To** | **Subject and qualification achieved/expected**  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary school/6th Form college/FE college**  | **From** | **To** | **Subject and qualification achieved/expected**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Professional membership and status**

|  |  |
| --- | --- |
| Name of professional body |  |
| Membership status |  |
| Membership number |  |
| Date attained |  |
| Expiry date  |  |
| Date QTS status gained  |  |
| Date teaching probation induction completed  |  |
| If probation not yet completed, stage completed  |  |
| Teacher reference number  |  |
| Institute for Learning Registration number |  |

**Employment history – current or most recent employment**

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Notice period required  |  |
| Basic salary/wage *(include pay scale point)* |  |
| TLR or allowance amount  |  |
| Reason for leaving  |  |

**Employment history – previous employment**

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

**Supporting information**

|  |
| --- |
|  |

**3. Equal opportunities / diversity monitoring data**

*The information you provide here will not form part of the recruitment and selection process and will not be seen by the short-listing panel.*

**Post details**

|  |  |
| --- | --- |
| Post title  |  |
| Advertised in  |  |

**Gender**

**Legal gender:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male  |  | Female  |  | Decline to specify  |  |

**Gender identifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male  |  | Female  |  | Non-binary/third gender  |  |
| Self-describe  |  | Decline to specify |  |  |  |

**Ethic origin**

|  |  |  |  |
| --- | --- | --- | --- |
| African |  | Other Mixed |  |
| Arab |  | Other White |  |
| Bangladeshi |  | Pakistani  |  |
| Caribbean |  | Traveller – Irish heritage  |  |
| Chinese  |  | White British |  |
| Gypsy/Roma |  | White Irish |  |
| Indian |  | White and Asian  |  |
| Other Asian |  | White and Black African |  |
| Other Black |  | White and Black Caribbean  |  |
| Other Category  |  | Decline to specify |  |

**Age**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-24 |  | 25-34 |  | 35-44 |  |
| 45-59 |  | 60-74 |  | 75+ |  |
| Decline to specify  |  |  |  |  |  |

**Employment**

|  |  |
| --- | --- |
| Are you currently in paid employment? | Yes / No / Decline to specify  |
| With Energy Coast UTC? | Yes / No / Decline to specify |

**Religion and belief**

|  |  |  |  |
| --- | --- | --- | --- |
| Agnostic  |  | Atheist |  |
| Buddhism |  | Buddhist-Hinayana  |  |
| Buddhist-Mahayana |  | Christian  |  |
| Christian-Orthodox  |  | Christian-Protestant  |  |
| Christian-Roman Catholic |  | Confucianism  |  |
| Hinduism |  | Islam-Shiite |  |
| Islam-Sunni |  | Jewish |  |
| Judaism-Hassidic |  | Judaism-Orthodox  |  |
| Judaism-Reformed  |  | Muslim |  |
| No religion |  | Pagan |  |
| Shintoism  |  | Sikhism |  |
| Taoism |  | Decline to specify  |  |

**Sexual orientation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heterosexual |  | Gay / lesbian |  | Bisexual  |
| Self-describe  |  | Decline to specify |  |  |

**Applicants with disabilities**

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled under the Equality Act 2010? | Yes / No  |