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| **HR Use Only** |
| App No: |  |



CONFIDENTIAL

Application for Employment

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| This form is available in different formats if required. Please complete the form carefully and fully, providing as much information as possible, and return it by the published closing date. Only relevant sections of the application form will be disclosed for short listing purposes to ensure the process is unbiased and equitable. |
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| **Details of Post** |
| **Post Applied For:** | **Post No:** |
| **Please state how you heard about this vacancy:** |

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| **Personal Details** |
| **Title:**  | **(Dr/Mr/Mrs/Ms/Miss/Mx/Other)** |
| **First Name:** |  |
| **Surname:** |  |
| **Previous Surname:** *(if applicable)* |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **N.I Number:** |  |
| **Qualified Teaching staff TRN:**  |  |
| **Do you have the right to work in the UK? Yes [ ]  No [ ]** **Please note that all Weymouth College employees must have the right to work in the UK and evidence will be required prior to starting.**  |
| **Do you hold a current clean driving licence? Yes** **[ ]  No** **[ ]**  |
| **Are you related to any Corporation member or employee of Weymouth College? Yes [ ]  No [ ]** **If yes, please give name and relationship:** |

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| **Secondary Education (PLEASE NOTE THAT SHOULD YOU BE APPOINTED, YOU WILL BE ASKED TO PROVIDE AN ORIGINAL COPY OF ALL QUALIFICATIONS THAT YOU HAVE LISTED BELOW)** |
| **From** | **To** | **School****Original certificates will need to be submitted upon appointment for verification** | **Level****i.e. CSE, GSCE, O’Level, A/AS Level, Diploma** | **Subject and****Grade****Grades must be listed** |
|  |  |  |  |  |
| **Do you hold GCSE, Grade A-C (or equivalent) in Maths? Yes (as detailed above)** **[ ]  No** **[ ]**  |
| **Do you hold GCSE, Grade A-C (or equivalent) in English Language? Yes (as detailed above)** **[ ]  No** **[ ]**  |

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| **Further/Higher Education (PLEASE NOTE THAT SHOULD YOU BE APPOINTED, YOU WILL BE ASKED TO PROVIDE AN ORIGINAL COPY OF ALL QUALIFICATIONS THAT YOU HAVE LISTED BELOW)** |
| **From** | **To** | **College or University****Original certificates will need to be submitted at interview for verification** | **Level****i.e. Certificate, Award, Diploma, Degree** | **Subject and Grade****Grades must be listed** |
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| **Present Employment** |
| **From** | **Name and Address of Employer** | **Job Title** | **Period of Notice Required** | **Current Salary/Benefits** |
|  |  |  |  |  |
| **Please describe your main duties and responsibilities:** |
| **Please explain your reason for wishing to leave:** |

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| **Previous Employment:***Please ensure you cover all employment periods since leaving education, outlining any reasons for career gaps. This is required for safeguarding purposes* |
| **From** | **To** | **Name and Address of Employer** | **Job Title** | **Reason for Leaving** |
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| **Supporting Information** |
| **Please review the advert, job description and person specification and provide evidence to support your suitability for this role. Consider how your skills, knowledge and experience to date are relevant to this post and your reasons for applying. You may wish to include reference to experience gained at work or in a voluntary capacity, details of any education or training undertaken.** |

**Equal Opportunities Form**

Weymouth College strives to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The College needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you have any questions about the form contact recruitment@weymouth.ac.uk

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| **Surname:** | **Forename (s):** | **Previous surname(s):** | **Date of Birth:** |
| **Please indicate your gender:**  | Male | Female |  |
|  | Intersex | Non-binary | Prefer not to say |
|  | If you prefer to use your own gender identity, please write in: |  |
|  | Is the gender you identify with the same as your gender registered at birth? |
|  | Yes | No | Prefer not to say |
| **Marital Status**  | Single | Separated | Widowed |
| Divorced | Married/Civil Partnership | Prefer not to say |
| **Please indicate your sexual orientation:** | Heterosexual | Gay | Lesbian  |
| Bisexual | Asexual | Pansexual |
|  | Undecided | Prefer not to say |  |
|  | If you prefer to use your own identity, please write in: |  |
| **Religion or Belief:**  | Buddhist | Hindu  | Christian |
| Sikh | Muslim | Jew |
| Humanist | No Religion/Belief  | Prefer not to say  |
| Other religion or belief:  |
| **Main Ethnic Group** | Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please denote the appropriate answer |
| **White** | English | Welsh | Scottish |
|  | Northern Irish | British | Irish |
|  | Travelling Community | Prefer not to say | Other |
| **Mixed or Multiple Ethnic Groups** | White & Black Caribbean | White & Black African | White & Asian |
|  | Prefer not to say | Other |
| **Asian or Asian British** | Indian | Pakistani | Bangladeshi |
|  | Chinese | Prefer not to say | Other |
| **Black or Black British** | Caribbean | African | Other |
|  | Prefer not to say |  |  |
| **Other Ethnic Group** | Arab | Prefer not to say | Other |
| **Do you have caring responsibilities?**  |
|  | Primary carer of a child/children (under 18 | Primary carer of disabled child/children  | Primary carer of disabled adult (18 and over)  |
|  | Primary carer of older person  | Secondary carer (another person carries out the main caring role)  | None |
| **Disability**Disability has a broad definition, which can include physical and sensory impairments, specific learning difficulties, mental health difficulties, and other medical conditions that are likely to have a long-term effect on you. Do you consider yourself to have a physical, mental or learning difficulty*(Please note that you do not have to be registered disabled)* |
| **Yes** | **No** | **Prefer not to say** |
| **If “Yes” please provide details** |  |
| **Please indicate if there are any reasonable adjustments or support we can put in place to assist you at interview or in the post:** |
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| **Criminal Offences**Weymouth College is an educational establishment that provides education to children (and/or vulnerable adults). Therefore, the College needs to assess your suitability for the position you are applying for and is entitled to ask questions about your criminal record. You are required to disclose certain information concerning your criminal cautions and convictions. You must disclose information about spent and unspent criminal convictions and cautions unless they are protected (other than a protected conviction) and spent and unspent cautions (other than a protected caution) You are not legally required to disclose information concerning protected cautions and convictions. To determine if your caution or conviction is protected and whether or not you need to disclose it in your application, you need to refer to the relevant legislation, including the offences listed in The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. It is an offence to apply for a role if you, the applicant are barred from engaging in regulated activity relevant to childrenIf you have a disclosure to make, please put it in a separate sealed envelope along with your application. A disclosure of a conviction or caution does not necessarily mean that you will not be appointed. The main consideration will be whether the offence is one that would make a person unsuitable to work in a capacity that provides the opportunity for access to young persons and vulnerable adults. In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action by the College. It is College’s policy to request successful applicants for all posts to apply for an Enhanced Disclosure and Barring Service Certificate. Any information given about convictions will be completely confidential. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | **Yes / No** |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | **Yes / No** |

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| **Referees** |
| In line with Safer recruitment Guidelines, the College will contact two referees by email, to obtain references to assess your suitability of employment – one of these will need to be from your current employer. These referees will be contacted in advance of interview unless you advise us otherwise. Please ensure work email addresses are provided.  |
| **Name:**  | **Name:** |
| **Organisation:** | **Organisation:** |
| **Job Title:** | **Job Title:** |
| **Address:** | **Address:** |
| **Work Email Address:**  | **Work Email Address:** |
| **Telephone No:** | **Telephone No:** |
| **Capacity in which you know the above:** | **Capacity in which you know the above:** |
| **Permission to contact prior to interview?** | **Yes / No** | **Permission to contact prior to interview?** | **Yes / No** |

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| **Declaration** |
| * **I declare that all information on this form is true and correct to the best of my knowledge.**
* **I will possess all the qualifications that I claim to hold and understand that if I am successful I will be required to produce the certificates.**
* **I have the right to live and work in the United Kingdom.**
* **I am not barred from working with children or vulnerable adults by the Independent Safeguarding Authority (ISA.)**
* **I am prepared to complete a Disclosure and Barring Service application if I am offered employment.**
* **I understand that the College reserves the right to withdraw an offer of employment, or terminate employment already commenced, if the information I have given is inaccurate or misleading.**
* **I consent to the information I have provided being processed for employment related administration in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If my application is unsuccessful, I understand that the information I have provided will be retained for a period of 6 months and then permanently destroyed.**
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| **Signature:** | **Date:** |

This form should be returned by email by the specified date and time to the HR & OD Team at Weymouth College **recruitment@weymouth.ac.uk**