|  |  |
| --- | --- |
| Cand. Ref (office use)  |  |



**APPLICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title |  | Post Reference |  |

In addition to this application form, please submit a covering letter (no more than two sides of A4) summarising your suitability for the post. A CV should only be used to present additional factual information which is not included in this form.

**Present Employment**

|  |  |
| --- | --- |
| Name and address of current employer |  |
| Post held |  |
| Responsibilities |  |
| Date appointed |  |
| Salary |  |
| Notice required |  |

**Previous Employment (most recent first)**

If applying for a teaching post please list previous non-teaching employment as well as teaching.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer | Post held | Dates of employment | Reason for leaving |
|  |  |  |  |

**Breaks in Employment**

Please give details of any breaks in employment below.

|  |
| --- |
|  |

**Education and Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FromMonth/Yr | ToMonth/Yr | Name of Institution (School/FE/HE) | Qualification (e.g. GCSE etc) | Subjects | Grade/ Result |
|  |  |  |  |  |  |

**Professional Development**

Training courses of two days or more attended within the last three years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of course | Organising Body | Date | Duration |
|  |  |  |  |

**Other Relevant Information**

Please outline any other relevant experience, interests and abilities below including membership of professional bodies. Use a supplementary page if necessary.

|  |
| --- |
|   |

**General Employment Data**

If you are related to any member of staff at Gateway College or any member of the Governing Body please give details. If none please state ‘NONE’.

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Relationship** |
|  |  |  |

**References**

Please provide two references.

The first referee must be your current employer. Please ensure that professional email addresses ONLY are listed. Open testimonials will not be accepted.

|  |  |
| --- | --- |
| Name |  |
| Official Position |  |
| Organisation Name and Address |  |
| Telephone Number |  |
| Email Address |  |
| May we approach this referee at this stage? | Yes/No |

|  |  |
| --- | --- |
| Name |  |
| Official Position |  |
| Organisation Name and Address |  |
| Telephone Number |  |
| Email Address |  |
| May we approach this referee at this stage? | Yes/No |

**Declaration**

I declare that all the information submitted in this application form is true, that I have not canvassed any Member of the Board or employee of the College, either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Member of the Board or employee of the College may also disqualify me and that if such failure is discovered after appointment I will be liable for dismissal without notice.

I confirm that I have read the notes relating to convictions and spent convictions of a criminal nature.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Cand. Ref (office use)  |  |



**EQUAL OPPORTUNITIES MONITORING**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title |  | Post Reference |  |

Gateway College is committed to fair and equitable recruitment processes. To assist in the monitoring of this, applicants are asked to provide the information below. This document will be kept separate from your application form and will not be available to members of the appointment panel. All information will be kept strictly confidential.

**Personal Information**

Mr/Mrs/Miss/Ms

SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POST CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MOBILE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MALE |  |  FEMALE |  |  TEACHER REF NO (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Ethnic Origin**

Please indicate your ethnic origin below, as you define it. The categories listed are those recommended by the Equality & Human Rights Commission (EHRC).

## WHITE BLACK OR BLACK BRITISH

|  |  |  |  |
| --- | --- | --- | --- |
|  | British |  | Black Caribbean |
|  | Irish |  | Black African |
|  | Other White |  | Other Black |

## ASIAN OR ASIAN BRITISH MIXED

|  |  |  |  |
| --- | --- | --- | --- |
|  | Indian |  | White and Black Caribbean |
|  | Pakistani |  | White and Black African |
|  | Bangladeshi |  | White and Asian |
|  | Other Asian |  | Other Mixed |

## ARAB OR MIDDLE EASTERN CHINESE OR OTHER ETHNIC GROUP

|  |  |  |  |
| --- | --- | --- | --- |
|  | Arab |  | Chinese |
|  | North African |  | Other Ethnic Group |
|  | Iraqi |  |  |
|  | Kurdish |  |  |
|  | Other Middle Eastern background (please specify) |  |  |

**Right to Work**

|  |
| --- |
| Do you require a work permit? Yes/No. If yes, please give reference number and expiry date. Reference number: Expiry date: |

**Convictions and ‘Spent’ Convictions of a Criminal Nature**

The Rehabilitation of Offenders Act 1974 (exceptions) order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions which for other purposes are ‘spent’ under the provisions of the act. **You should disclose in this section any previous convictions.**

You must, therefore, answer the question at the foot of this notice. If the answer is Yes, you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked ‘confidential’ and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. The object of this Notice is not, in any way, to reflect upon applicants’ integrity but it is necessary to protect the public and the College.

Have you ever been convicted of a criminal offence? Yes / No

Please give details of any convictions here. Please include dates.

|  |
| --- |
|  |

**Pre-Employment Checks**

All appointments will be made subject to the following checks, as required by the Safeguarding Vulnerable Groups Act (2006).

* Proof of identity
* Proof of eligibility to work in the UK
* Medical clearance
* Proof of qualifications
* Disclosure & Barring Service check

You agree to the College maintaining records containing your personal details as per the Data Protection Act 2018. It is your responsibility to ensure the accuracy of the personal data held and to inform Human Resources promptly when changes occur. Our Privacy Policy for applicants can be accessed on our website at [www.gateway.ac.uk](http://www.gateway.ac.uk).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are sending this form electronically, please use Freestyle Script font in size 20 to sign the form to declare that all statements on this application form are correct.**

Where did you see the post advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_