**The Spires College, Torquay**

**Application for Non-Teaching Position**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that shortlisted and/or potentially suitable applicants will be required to undertake further in-depth checks, including references and an internet search, and will be required to provide a Disclosure from the Disclosure and Barring Service.

**This post requires an enhanced Disclosure and Barring Service (DBS) check**

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

**It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.**

Our Safeguarding Policy can be viewed on the college website: [The Spires College - Safeguarding](https://www.thespirescollege.com/page/?title=Safeguarding&pid=108)

**Please complete this form electronically. If this is not possible, please write clearly in black ink, continuing on separate sheets where necessary.**

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| --- | --- |
| Post applied for: |  |
| Closing date: |  |

1. Personal Details

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First name/s: | |  | Last name: | |  | |
| Name you prefer to be called (ie an abbreviation) | | | | |  | | | |
| Previous name/s if you have any, or insert the word none: | | | | |  | | | |
| Address including postcode: | |  | | | Contact telephone numbers: | | | |
| Daytime: | |  | |
| Evening: | |  | |
| Mobile: | |  | |
| Email address: | |  | | | | | | |
| National Insurance №: | | |  | | | \*Date of Birth | |  |

\*this field is optional but is included as it assists with the next stage for successful candidates.

Employment and Education History

A complete history since secondary school is required. Please include the month and year that each employment / period of education commenced and ended. There is space for details of any gaps in the history, which must be explained.

2. Current or Most Recent Employment

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | | | | | | |
| Name and address of employer: |  | | | | | | |
| Dates of employment | From: | Month | | Year | To: | Month | Year |
|  | |  |  |  |
| Period of notice or date available to start: | | |  | | | | |
| Key responsibilities: | | | | | | | |
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| Reason for seeking new position/leaving: |
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3. Previous Employment

Please start with the most recent including any unpaid or voluntary work and continue on separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address  of employer | Dates of employment  (**MM/YY**) | | Reason for leaving |
|  |  | From: | To: |  |
|  |  | From: | To: |  |
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|  |  | From: | To: |  |

4. Education, Training and Development

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| --- | --- | --- | --- | --- |
| Secondary school/college/university/apprenticeship including current studies, with the most recent first. | | | | |
| Name and address of institution | Dates attended  (start and end month and year) | | Courses / subjects taken | Qualifications gained, awarding body, grade and date of award |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  | From: | To: |  |  |

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| Please give details and an explanation for any gaps in your employment and/or education history: |
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NB. We reserve the right to contact employers or educational establishments to verify details given.

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| Details of any relevant learning and developments such as short courses, first aid, and computer skills etc.  Please include dates, and any current courses. |
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| Professional / Technical memberships: | |
| Name of professional / technical body | Grade of membership |
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5. Supporting Statement

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| Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. |
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6. Employment Checks for the Safeguarding of Children

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| We are committed to **safeguarding** and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that shortlisted and/or potentially suitable applicants will be required to undertake further in depth checks, including references and an internet search, and will be required to provide a Disclosure from the DBS.  **This post requires an enhanced Disclosure and Barring Service (DBS) check**  For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.  It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.  **Please give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”** |

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| --- |
| **Rehabilitation of Offenders Act**  **This post is exempt from the Rehabilitation of Offenders Act 1974** and therefore all unspent convictions, cautions and bind-overs, must be declared. Please use the space below to give details of any unspent convictions, cautions and bind-overs. If there are none please write ‘none’: |
|  |

|  |  |
| --- | --- |
| **DBS Children’s Barred List** | |
| Are your details included on DBS Children’s Barred List? | Yes / No |

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| **Other Sanctions**  Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College for Teaching and Leadership (NCTL). If there are none please write ‘none’: |
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7. Additional Information

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

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| Do you have a disability? | YES / NO |
| If yes, please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview. | |
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| Are you eligible to work in the UK? | YES / NO |
| Do you require a work permit? | YES / NO |

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| Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your potential employment by The Spires College? (If yes, please give details below). | YES / NO |
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| Are you related to an elected member of Torbay Council or a current employee of The Spires College? (If yes, please give their name and relationship to you below)**.** Please note that soliciting support or information to give an unfair advantage may disqualify your application. | YES / NO |
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8. References

Please give details of two referees, one of whom should be your most recent employer. If your current or most recent role does not involve working with children, one of your referees must be from your most recent position where you have worked with children (if you have one). If you are in, or have just completed full-time education, one referee should be from your school, college or university. **Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.**

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| --- | --- | --- |
| Referee 1 | Name: | |
| Address: | | Tel no: |
| Email: |
| Occupation: | | |
| Relationship to you: | | |
| How long have they known you? | | |

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| --- | --- | --- |
| Referee 2 | Name: | |
| Address: | | Tel no: |
| Email: |
| Occupation: | | |
| Relationship to you: | | |
| How long have they known you? | | |

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| We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references.  **If there are none please write ‘none’:** |
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9. Declaration

I declare that the information given on this form is, to the best of my knowledge, complete and accurate. I understand it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate, as noted in the introduction and section 6 of this form. I understand that the information on this form may be used for purposes registered by the college or Torbay Council under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police.

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| --- | --- | --- | --- |
| Signature |  | Date |  |

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| Where did you learn of this vacancy? |  |

Data Protection Act 1998

Information from this application may be processed for any purposes registered by The Spires College or Torbay Council under data protection legislation. Individuals have the right of access to personal data held about them by The Spires College and Torbay Council. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and for successful candidates will be retained on their personnel file , used for payroll and administrative purposes and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after six months.

To submit your application, please send an electronic copy to [jobs@thespirescollege.com](mailto:jobs@thespirescollege.com) or a paper version to Mrs M Smith, The Spires College, Westlands Lane, Torquay TQ1 3PE