**The Spires College, Torquay**

**Application for Non-Teaching Position**

We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

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

1. Personal Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  |
| \* These fields are optional but are included as completing them assists in the administration of the next stage for successful applicants. | | | | | | | | |

2. Employment History - Present or most recent employment

|  |  |  |
| --- | --- | --- |
| Name of employer: |  | |
| Job title: |  | |
| Salary: |  | |
| Dates from / to: |  | |
| Period of notice or date available to start: | |  |
| Key responsibilities: | | |
|  | | |
| Reason for seeking new position/leaving: | | |
|  | | |

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| --- |
| If you have more than one employment please provide details on a separate sheet if necessary. |

3. Previous Employment

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

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

4. Education, Training and Development

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary school/college/university/apprenticeship including current studies, with the most recent first. | | | | |
| Name and address of institution | Dates attended (mm/yy) | | Courses / subjects taken | Qualifications / grade |
|  | 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. |
|  |

Please continue on a separate sheet if necessary.

6. Rehabilitation of Offenders Act 1974 and DBS Check

All recruitment by The Spires College is included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and, as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to an enhanced Disclosure and Barring Service (DBS) check before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”.

|  |
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| Please give details below, or if you prefer, on an additional sheet attached to this form in a sealed envelope or additional electronic attachment marked “Confidential Disclosure”, of all convictions, cautions, reprimands or final warnings received (including any convictions in a court of law outside of Great Britain), and any prosecutions that are pending. |
|  |

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”.

|  |  |
| --- | --- |
| 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. | |
|  | |

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | YES / NO |
| Do you require a work permit? | YES / NO |
| 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 |
|  | |
| 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 |
|  | |

8. References

Please give details of two referees, one of whom should be your most recent employer. 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.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 1 | Name: | | |
| Address: | | Tel no: | |
| Email: | |
| Occupation: | | | |
| Relationship to you: | | | |
| How long have they known you? | | | |
| I agree to this reference being taken up before an interview or offer of employment is made: | | | |
|  | | | YES / NO |
| 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’: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 2 | Name: | | |
| Address: | | Tel no: | |
| Email: | |
| Occupation: | | | |
| Relationship to you: | | | |
| How long have they known you? | | | |
| I agree to this reference being taken up before an interview or offer of employment is made: | | | |
|  | | | YES / NO |
| 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’: | | | |

9. Declaration

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by The Spires College and Torbay Council under the Data Protection Act.

I understand that if, after appointment, any information is found to be inaccurate; this may lead to dismissal without notice.

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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 Miss N Osborne, The Spires College, Westlands Lane, Torquay TQ1 3PE