

All successful applicants will be subject to an enhanced DBS check with barred list information

Curriculum Vitae are not acceptable. This Application Form has been designed to exclude information that might lead to discrimination. Please read the Guidance Notes below before completing this form:

Guidance notes

- We do not accept CVs (curriculum vitae) as a standalone document.
- It is not acceptable to use "Refer to CV" in any sections of the application form.
- Please type or complete this application form in black or blue ink.
- Please ensure that you complete the Recruitment Monitoring Form on the back page of this form (this information will not be used for selection purposes).
- We will decide whether to invite you for interview on the basis of the information given by you on this Application Form and/or on your supporting statement/letter of application.
- Application forms that are not completed in full may not be considered.
- If you need this form in a different format, please contact the HR department at Concord College.

Data Protection legislation

- When you sign and return this form you are giving us your consent to process and hold the information or data you have supplied or referred to in it, including any information that you may consider to be sensitive and personal, for the purpose of recruitment and selection.
- The information provided will be used for the purposes of determining suitability for the post applied for and for compliance with safeguarding requirements.
- This information will also be held on your personal file, if you are appointed.
- The data may be used by Concord College for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

Personal details			
Position applied for:			
Surname		Home telephone number	
Previous names (if any)			
Initials		Mobile telephone number	
Address		E-mail address	
Post code		Teacher reference/ DfE number (if applicable)	
National Insurance no		Do you have the right to work in the UK? If so, please give details on eligibility (eg UK national, visa type, citizenship)	

Present post and responsibilities			
Post title			
Employer's name			
Address			
Telephone number (Please include area code)			
May we contact you on this number?	YES/NO		
Current salary			
Date started (present job)		Period of Notice	
Brief outline of duties			
Reason for leaving			

Full employment history				
<p>Please give details of all previous employment commencing with the date on which you left full-time education. This should include previous positions held with your current employer. Any gaps in your employment history should be explained in the box below. If self-employed, please provide dates and contracts held.</p>				
Dates (month/year) From To e.g. March 2012 – May 2015		Name and address of employer	Position held	Reason for leaving

Education and qualifications			
Please give details of secondary/further education and qualifications obtained			
Dates (month/year) From To e.g. Sept 2012 – June 2016		School/College	Qualification/subject with grade/level/dates obtained
Please give details of degrees or post graduate qualifications			
Dates (month/year) From To e.g. Sept 2012 – June 2016		University/College	Qualification/subject with grade/level/dates obtained
Please give details of any other professional or vocational qualifications obtained relevant to your application			
Dates obtained (month/year) e.g. Sept 2012 – June 2016		Qualifications obtained and grade/level	Name of awarding body

Training			
Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved.			
Dates obtained (month/year) e.g. Sept 2012 – June 2016	Course title	Organiser	Length

Membership of professional bodies			
Please state whether by election, exemption or examination.			
Date (month/year) e.g. Sept 2012 – June 2016	Professional body	Number	Grade/level

Statement regarding suitability for the post

Please provide a statement in relation to your personal qualities and experience that you believe are relevant to the post for which you are applying, giving consideration to the job description and person specification advertised.

For teaching applications, in addition to the above, please submit a separate letter/personal statement to support your application, detailing your teaching experience and continuing professional development.

Active interests

Please state any areas where you feel you could make a contribution to Concord College's extra-curricular programme.

References			
<p>Please provide names, addresses and telephone numbers of at least two referees who we may contact for references; these should be from two different organisations where possible. One of these must be from your most recent employer. If you are not currently working with children but have previously worked for an employer which involved working with children, please ensure that this employer is detailed as one of your referees. References will not be accepted from relatives or persons who only know you as a friend. The College will telephone your referees in order to verify the references which have been provided. We reserve the right to request references from any previous employer, your consent to which, however, will first be sought.</p> <p>The College has a regulatory duty to obtain references prior to interview. If there are any issues with regard to this then please contact the HR Department via recruitment@concordcollege.org.uk</p>			
Current / most recent employer referee			
Name		Position	
In what capacity do you know the referee?			
Name and address of organisation			
Telephone no			
E-mail address			
Please indicate if you agree to this referee being contacted at this stage: YES / NO			
Second referee (if you have ever worked or volunteered with children, please use this as your second reference)			
Name		Position	
In what capacity do you know the referee?			
Name and address of organisation			
Telephone no			
E-mail address			
Please indicate if you agree to this referee being contacted at this stage: YES / NO			
Third referee			
Name		Position	
In what capacity do you know the referee?			
Name and address of organisation			
Telephone no			
E-mail address			
Please indicate if you agree to this referee being contacted at this stage: YES / NO			
<p>If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (please use initials rather than first names)</p>			

Driving *(Please complete this section if the person specification for the post includes these requirements)*

Do you have a valid driving licence? **YES / NO**

If YES, type of licence:

If YES, do you have any current endorsements and what are they for?

Do you have access to a vehicle which you are able to use for work purposes? **YES / NO**

Languages *Please detail below if you have any language ability other than English*

Able to effectively converse and read: * **YES / NO**

Able to converse, read and write * **YES / NO**

Totally fluent * **YES / NO**

**State language(s)*

Disciplinary matters

Have you been subject to any disciplinary investigation or action, including suspension from duty, during your periods of employment with any employer? This includes any investigations or actions taken by your professional body. Both spent and unspent matters need to be disclosed.

YES/NO

If yes, please provide details below regarding the matter and any action taken, including any pending incident/action.

If necessary please continue on a separate sheet(s) of A4 paper, placing your surname in the TOP RIGHT corner and numbering the additional sheets.

Disclosure and Barring Service ('DBS') checks and children's barred list information

The College applies for enhanced DBS checks with children's barred list information for all roles which amount to regulated activity. As the position for which you are applying meets the legal definition of 'regulated activity' with children, if you are successful in your application, an enhanced DBS check with children's barred list information will be undertaken. Concord College regards as paramount the welfare and safety of our students. Consequently, any offer of employment will be strictly subject to the College being satisfied with the result of the enhanced DBS check with children's barred list information.

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). The College is, therefore, permitted to request that you declare all convictions and cautions (whether 'spent' or 'unspent') in order to determine your suitability to work with children. All applicants who are shortlisted for interview will be asked to sign a declaration in relation to their criminal record and regarding information which would make them unsuitable to work with children. The amendments to the Exceptions Order 1975 (2013) however provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. You do not, therefore, need to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the filtering rules. All guidance and criteria on the filtering of these cautions and convictions can be found at - <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Furthermore, it should be noted that not disclosing a conviction, which is later revealed by the DBS check, may result in any offer of employment being withdrawn.

It is within this context that decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the children's barred list.

Applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either:

- a) by reason of disqualification order under the Criminal Justice and Court Services Act 2000;**
- b) by reason of inclusion on the children's barred list.**

Relationship to Concord College employees

Do you know or are you related to any employees or trustees of Concord College? If your answer is 'yes' please provide the name of the employee(s) / trustee(s) and detail either the capacity in which you know them, or your relationship to them..

Data Protection legislation

All personal information provided in this application form will be processed in accordance with the College's Privacy Policy which is available on the College website. If you are appointed the information will be held on computer and on your personal records. Application forms for unsuccessful candidates will be stored for a period of up to 12 months, after which time they will be destroyed.

If you are appointed your details will be passed to a recognised third party for the purposes of processing an enhanced DBS check with children's barred list information.

The data may be processed by Concord College for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your express consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Your signature

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this may result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

I also hereby give my consent to the processing of data contained or referred to on this form, for the purpose of recruitment and selection, in accordance with Data Protection law. I accept that if my application is successful, this application form will form part of my personal file, and in that case I consent to the data on it being processed for all purposes in connection with my employment.

I also hereby give consent to Concord College completing such checks as are necessary with records held by local authorities and/or other agencies in order to verify the information provided on this form.

I also give permission for the College to approach any previous employer for verification of the information given above, should an offer of employment be made.

I understand that an online presence search will be conducted on me as part of due diligence checks, should I be shortlisted for interview. This may include the viewing of public aspects of social media profiles.

I confirm that I have read and understood all the information contained in this application form and the 'Information for Applicants' pack and am aware of all the recruitment checks and procedures which need to be undertaken and all information which will be required from me. In the event of me not providing true, complete and accurate information, I understand that this may result in the withdrawal/termination of any offer of employment.

Name: _____ Position applied for: _____

Signed: _____ Date: _____

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.

Please return your completed application to:

The HR Department, Concord College
Acton Burnell, Shrewsbury, Shropshire SY5 7PF.

E-mail: recruitment@concordcollege.org.uk

Equal Opportunities and Recruitment

Equal Opportunities Policy

Concord College supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of the 'protected characteristics' as follows:

- Age
- Disability
- Sex
- Gender reassignment
- Marital or civil partnership status
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origins)
- Religion or belief
- Sexual orientation

This policy applies to: trustees, employees, job applicants, students, contract workers, agency workers and volunteers.

All job applicants and employees will be treated equally and fairly and will not be discriminated against on any of the above grounds. Decisions on recruitment and selection, on training, promotion and career development are taken solely on the basis of an employee's experience, abilities and qualifications.

We are committed to promoting equality of opportunity for all persons and a good and harmonious working environment in which all individuals are treated with respect.

Equality Act 2010

The Equality Act 2010 places a general duty on Concord College to promote equality. This means that in everything we do, we need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity; and
- foster good relations between different people.

Disability

The Equality Act protects employees from discrimination - direct, including by association and by perception, indirect, harassment and victimisation - because of disability.

Under the Act, a person is disabled if they have a physical or mental impairment which has a long-term (usually lasting more than a year) and substantial adverse effect on their ability to carry out normal day-to-day activities. A number of impairments, such as cancer, HIV and multiple sclerosis are automatically considered disabilities and other progressive conditions will be considered a disability as soon as the symptoms of that condition have an effect.

Please complete the Recruitment Monitoring Form over the page

Recruitment monitoring form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records. Please complete in block capitals or by ticking the relevant box.

Surname:	First names:
Known as (if different to first name):	
Previous Other Name(s):	
Preferred Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify):	
Date of Birth:	Age:
Place of Birth:	
Post applied for:	

<p>Job share Would you like your application to be considered on a job share basis?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Gender</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say</p> <p>Religion In terms of my religion, I would describe myself as:</p> <p><input type="checkbox"/> Christian <input type="checkbox"/> Jewish <input type="checkbox"/> Buddhist <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Sikh <input type="checkbox"/> Of other religion (<i>please specify</i>) <input type="checkbox"/> Having no religion <input type="checkbox"/> Prefer not to say</p> <p>Sexual Orientation What is your sexual orientation?</p> <p><input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say</p>	<p>Ethnic Origin I would describe my ethnic origin as:</p> <p>White</p> <p><input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/> Other White English <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Other White</p> <p>Black or Black British</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> British <input type="checkbox"/> Any other black background</p> <p>Asian or British Asian</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian Background</p> <p>Mixed</p> <p><input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black British <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background</p> <p>Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese <input type="checkbox"/> White & Asian <input type="checkbox"/> Other</p>	<p>Disability For definition, please refer to statement overleaf. In line with this statement, do you consider yourself to have a disability?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If you are selected for interview are there any special arrangements we would need to make for you?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.</p> <p>Advert Where did you see this vacancy advertised?</p> <p><input type="checkbox"/> Local Newspaper Please specify</p> <p><input type="checkbox"/> Professional Journal Please specify</p> <p><input type="checkbox"/> Job Centre</p> <p><input type="checkbox"/> Internet Please specify</p> <p><input type="checkbox"/> Other</p>
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	<input type="checkbox"/> Any other mixed background	Please specify
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