

## Application for the post of:

### 1. PERSONAL DETAILS

Surname:	Title:
Forename(s):	Tel No (Home):
Address:	Tel No (Mobile):
Postcode:	Email:

### 2. EDUCATION AND ACADEMIC QUALIFICATIONS

SECONDARY EDUCATION	Dates		Subject	Qualification & Grade/Level
Establishment	From	To		

HIGHER EDUCATION	Dates		Subject	Qualification & Grade/Level
Establishment	From	To		

FURTHER POSTGRADUATE [inc PGCE]	Dates		Subject	Qualification & Grade/Level
Establishment	From	To		

### 3. CURRENT POST

<b>Organisation:</b>	<b>Present position:</b>
<b>Type of organisation:</b>	<b>Full or Part time:</b>
<b>Employer's Address:</b>	<b>Date Appointed:</b>
<b>Annual Salary:</b>	<b>Additional earnings:</b>
<b>Period of Notice:</b>	

### 4. PREVIOUS EMPLOYMENT (most recent first)

For all teaching posts, please include age range/level and subjects taught

<b>Organisation</b>	<b>Position</b>	<b>Full or Part-time</b>	<b>From</b>	<b>To</b>	<b>Reasons for leaving</b>

## 5. PERIODS OF UNPAID ACTIVITY

Please give details of all periods, since leaving school, when you were not in paid employment other than periods of study detailed above. For example, you may have been caring for parents, bringing up a family or in unpaid voluntary work.

Reason	From	To

## 6. PROFESSIONAL DEVELOPMENT

Please list relevant training courses attended:
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## 7. GENERAL INTERESTS AND HOBBIES

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## 8. OTHER INFORMATION

<b>Where did you see this vacancy advertised?</b> Please specify the <b>publication/website/social media channel</b> . This helps us to monitor the effectiveness of our advertising.	
<b>Have you previously applied to Esher Sixth Form College?</b> If YES please give details:	
<b>National Insurance Number:</b>	
<b>Date qualified as a Teacher (if applicable):</b>	
<b>Date of completion of probationary service (if applicable):</b>	
<b>Teacher Reference Number (if applicable):</b>	

## 9. REFEREES

Please give details of two referees who can give a reference relating to your work/voluntary experience which is relevant to the post for which you are applying. Personal references from family or friends are not appropriate. Please state the context in which you are known to the referee.

One referee should be your most recent employer (**Principal** or **Headteacher** if the post is in a college or school). It is our policy to take up references by email prior to interview. Please indicate below whether we may approach your referees without further reference to you.

<b>REFEREE 1</b>	<b>REFEREE 2</b>
Principal/Head Teacher/Most Recent Employer	
<b>Name:</b>	<b>Name:</b>
<b>Context:</b>	<b>Context:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Email:</b>	<b>Email:</b>
<b>Tel No.:</b>	<b>Tel No.:</b>
<b>Contact prior to interview</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Contact prior to interview</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

## 10. STATEMENT IN SUPPORT OF APPLICATION

To support your application, you are required to include below a statement of no more than 2 sides of A4. This should explain your reasons for applying for the post. You should also clearly address the responsibilities identified in the job description and demonstrate how you meet the essential criteria for the role, as identified in the person specification.

## 11. DECLARATION

I certify that the information given on this form is correct and complete to the best of my knowledge. I understand that the provision of false or misleading statements and/or withholding information may result in disciplinary action being taken against me and could result in dismissal from my employment.

I confirm that I am not on any barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body or the Secretary of State for Education.

If you return an electronic version of this form and you are subsequently appointed, your written signature will be required before commencement of employment.

**Signed:**

**Date:**

Esher Sixth Form College holds your data in accordance with the General Data Protection Regulations. Our Privacy Notice is available on our website: [www.esher.ac.uk](http://www.esher.ac.uk)

Please return your completed application by email to: [jobs@esher.ac.uk](mailto:jobs@esher.ac.uk) or by post to:  
The Personnel Manager, Esher Sixth Form College, Weston Green Road, Thames Ditton,  
Surrey KT7 0JB

### IMPORTANT ADDITIONAL QUESTIONS FOR APPLICANTS

Please answer the questions below. This sheet will be separated from your application form by HR and will not be shown to the short-listing panel.

**NAME:**

**POSITION APPLIED FOR:**

#### ENTITLEMENT TO EMPLOYMENT

A document showing proof of your entitlement to work in the UK will be required prior to commencement of employment.

**Are you a British citizen or EU National?**  YES  NO

**Do you have unrestricted leave to work in the UK?**  YES  NO

**Are you subject to UK work permit provisions?**  YES  NO

#### CRIMINAL OFFENCES

As this post is classified as having substantial access to children, appointment will be subject to a DBS check of previous criminal convictions and cautions. It is an offence for barred individuals to apply to work with children. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent' convictions. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are "protected". This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

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

Full details should be enclosed in a separate envelope, marked private & confidential, and addressed to Personnel. A criminal record will not necessarily be a bar to obtaining a position but failure to disclose this information could result in dismissal. A copy of our Statement on the Recruitment of Ex-offenders is available on request.

## EQUALITY AND DIVERSITY MONITORING FORM

The College aims to develop and build upon practices and policies which provide equal opportunities and rights for all prospective and current staff, regardless of gender, ethnicity, disability, age, sexuality, gender orientation and reassignment, pregnancy/maternity and religion or belief.

In order to monitor our Equality and Diversity provision, we are actively seeking to improve the quality of the data that we gather. Monitoring our recruitment and selection processes is obviously important as by gathering data will we be able to recognise any potential sources of discrimination and take action.

We therefore invite you to provide us with data, on the understanding that it will only be used for statistical monitoring. This sheet will be separated from the main application form upon receipt and all data will be stored in the strictest confidence.

**GENDER:**  Female       Male       Other      **DATE OF BIRTH:** DD/MM/YYYY

**ETHNICITY:**

Arab	<input type="checkbox"/>
Asian / Asian British – Indian	<input type="checkbox"/>
Asian / Asian British – Pakistani	<input type="checkbox"/>
Asian / Asian British – Bangladeshi	<input type="checkbox"/>
Asian / Asian British – Chinese	<input type="checkbox"/>
Asian / Asian British - Any other Asian background	<input type="checkbox"/>
Black / African / Caribbean / Black British – African	<input type="checkbox"/>
Black / African / Caribbean / Black British – Caribbean	<input type="checkbox"/>
Black / African / Caribbean / Black British – Any other Black / African / Caribbean background	<input type="checkbox"/>
Mixed / Multiple ethnic group - White and Black Caribbean	<input type="checkbox"/>
Mixed / Multiple ethnic group - White and Black African	<input type="checkbox"/>
Mixed / Multiple ethnic group - White and Asian	<input type="checkbox"/>
Mixed / Multiple ethnic group - Any Other Mixed / multiple ethnic background	<input type="checkbox"/>
White - English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>
White - Gypsy or Irish Traveller	<input type="checkbox"/>
White - Any Other White background	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

**Disability/Impairment:**

We are committed to ensuring that all staff and students are treated fairly and are supported in their working life within the College. We are also committed to making reasonable adjustments, in accordance with the Equality Act to remove any barriers – physical or otherwise – that staff and students might encounter.

Under the Equality Act 2010 a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities (Long term means that the effect of the impairment has lasted, or is likely to last for at least 12 months).

**Do you consider yourself to have a disability as described within the terms of the Equality Act 2010?**

**Yes:** .....

**No**



Esher Sixth Form College is a Disability Confident Employer. We will interview all disabled applicants who meet the minimum criteria for the job applied for and will consider them on their abilities.

**If you have answered “Yes” to the above, would you like your application to be considered under the Disability Confident Scheme?**

**Yes**

**No**

NB: for more information on the **Disability Confident Scheme** please log on to <http://www.direct.gov.uk>