

Wigan and Leigh College

Application Form

This form must be completed in full. If you are writing your application, please do so in black ink. Completed application forms will be used by Wigan & Leigh College to select candidates for appointment. We are happy to receive a copy of your CV for additional information but please avoid answering questions with “see CV”.

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| **Application for the post of:** |  |
| **Department:** |  |
| **Closing date:** |  |

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| **PERSONAL DETAILS** | | |
| **Title** | **Mr / Mrs / Miss / Ms / Dr / Other (please specify)** | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Previously used name(s)** |  | |
| **Address** | **Postcode** | |
| **Email address** |  | |
| **Telephone numbers** | (Home) | (Mobile) |
| **National Insurance number** |  | |

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| The College is positive about the employment of disabled people. If you have a disability, you may, if you wish, indicate this by ticking this box. Any applicant who has ticked this box, and who meets the essential criteria for the post, will be given an interview. |  |
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| If you have ticked the box, please detail below any special equipment, adaptations or other support that you will need in order to be able to attend for interview and aptitude tests. | |

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| **Work Eligibility: (please tick one box)** | |
|  | I am eligible to live and work in the UK |
|  | I am not currently eligible to live and work in the UK |
| **If No**, please note that the College is unable to employ anyone who does not have the right to live and work in the UK legally. | |

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| **Are you related to anyone at Wigan and Leigh College or to any member of the College Corporation?** | **YES / NO** |
| **If yes, please give details…** | |
| **Are you disqualified from work with children, or subject to sanctions imposed by a regulatory body?** | **YES / NO** |
| **If yes, please give details…** | |
| **Do you have any special requirements in relation to the College's application and recruitment process?** | **YES / NO** |
| **If yes, please give details…** | |

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| **SAFEGUARDING** | |
| **Do you have any cautions (including any final warnings or reprimands), spent or unspent convictions which are not “protected” as defined by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974?**  **Are there any other matters that may be relevant to your suitability to work for the College? (There is no obligation to disclose a protected caution or conviction as defined by the Exceptions Order 1975 or any circumstances ancillary to that protected caution or conviction).** | **YES / NO**  **YES / NO** |
| If ‘yes’, please submit details of the conviction/caution, reprimand or warning including date, Court, nature of offence and sentence imposed in an envelope marked “Confidential” to the Vice Principal, Corporate Services.  Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act 1974 (Exemptions) Order, 1975, from the protection of the Act. It is therefore, suggested that you take the appropriate advice if you are in any doubt as to the correct answers to give. A Disclosure & Barring Service check at Enhanced level will be relevant to this post.  **The amendments to the Exceptions Order 1975 (2013) provide that certain spent**  **convictions and cautions are 'protected' and are not subject to disclosure to employers,**  **and cannot be taken into account. Guidance and criteria on the filtering of these**  **cautions and convictions can be found on the Disclosure and Barring Service website.**  **Information collected about criminal convictions, offences, cautions, reprimand and warnings are processed inline with our safer recruitment practices and GDPR Regulations. To learn more about this please follow the link below:**  [**https://www.wigan-leigh.ac.uk/application/files/8015/2717/9063/Staff\_Privacy\_Notice.docx.pdf**](https://www.wigan-leigh.ac.uk/application/files/8015/2717/9063/Staff_Privacy_Notice.docx.pdf) | |

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| **Where did you first see this vacancy advertised?** (please tick **one** box) | | | |
|  | Wigan and Leigh College website |  | Manchester Evening News |
|  | AoC Jobs |  | Reed |
|  | Word of Mouth |  | FE Week |
|  | Jobcentre Plus or www.jobseekers.direct.gov.uk |  | TES |
|  | FE Careers |  | Other |

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| **CURRENT / MOST RECENT EMPLOYMENT** (PLEASE DELETE AS APPROPRIATE)  If you are currently unemployed, please give details of your most recent employment | |
| **Name of current/most recent employer** |  |
| **Company Name** |  |
| **Company Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Current/latest job title** |  |
| **Date appointed** |  |
| **Salary** |  |
| **Employment end date** (if applicable) |  |
| **Reason for leaving** (if applicable) |  |
| **Notice period** (if applicable) |  |
| **Please give details of duties/responsibilities...** | |

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| **OTHER PREVIOUS EMPLOYMENT INDUSTRIAL/COMMERCIAL EXPERIENCE:**  (Please state reasons for any gaps in employment) | | | | | | | |
| Name of previous employer / Source of experience | Post held / Experience gained | Full Time Part Time or Voluntary | From | | To | | Reason for leaving post |
| Month | Year | Month | Year |
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| **EDUCATION AND TRAINING**  Education and qualifications obtained: Degrees, Diplomas, Certificates, Teaching and/or Membership of Professional and/or other Bodies (mention subjects, class, distinctions where applicable). | | |
| Institution | Qualification Achieved | Date awarded |
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| **EXPERIENCE**  Please describe the extent of your experience in relation to the role for which you are applying and indicate how this will help you in your application: |
| (Please continue on a separate sheet if necessary) |

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| **REFEREES**  You are asked to give the names and addresses of two employment referees, **one of whom must be your current or most recent line manager.** However, if this is your first job, you should provide the name and addresses of two educational referees, one of whom must be from the educational establishment at which you are currently studying or at which you last studied. The names and addresses of relatives, friends or colleagues should not be provided for this purpose. **If you currently have, or have had, a role that involves you working with children on either a paid or voluntary basis, it is necessary for the College to have a reference from this organisation.** | | | |
| **Employment Reference 1**  (Must be your current or most recent employer) | | **Reference 2** | |
| Name |  | Name |  |
| Address and Postcode |  | Address and Postcode |  |
| Email address |  | Email address |  |
| Tel No |  | Tel No |  |
| Relationship to you |  | Relationship  to you |  |
| *(Please indicate if you do not wish your current employer to be contacted)* | | | |

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| **DECLARATION** | |
| I certify that the information given on this form is correct. I understand that any willful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for. | |
| **Signed:** | **Date:** |

If you have not had any response from the College in respect of this application within 4 weeks of the closing date you may assume that you have been unsuccessful.

All appointments are subject to satisfactory checks, including those required under the provisions of the Protection of Children Act and Part V of the Police Act 1997, eg, completion of a DBS Application Form. A criminal record or caution will not necessarily bar you from employment.

To comply with legislation, you are required to obtain a DBS check for your role. We will be asking Protocol National Ltd /Esafeguarding Ltd to undertake this process on our behalf.

For further details of the DBS Service please see <https://www.gov.uk/disclosure-barring-service-check>

This form must be returned either in an envelope marked “Private and Confidential” to: Vice Principal – Corporate Services, Wigan & Leigh College, PO Box 53, Parson’s Walk, Wigan, WN1 1RS, or by e-mail to [personnel@wigan-leigh.ac.uk](mailto:personnel@wigan-leigh.ac.uk) no later than the closing date for the post.

The College processes your personal data in line with GDPR Regulations. To learn more about this please follow this link <https://www.wigan-leigh.ac.uk/application/files/8015/2717/9063/Staff_Privacy_Notice.docx.pdf>

Thank you for expressing an interest in the post. If your application is not successful on this occasion, please do not let this deter you from applying for any future vacancies.



**EQUAL OPPORTUNITIES AND DIVERSITY MONITORING FORM**

Wigan & Leigh College is committed to equal opportunities in employment and ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice, to monitor and evaluate the effectiveness of external and internal job advertising, recruitment and employment practices and identify barriers to workforce equality and diversity.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file nor included as part of the selection process.**

Thank you for your assistance.

Post title & reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you hear about this job (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Newspaper (please specify) |  | Friend |  | Recruitment company |  |
| College website |  | Other (please specify) |  |  |  |

Gender:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01 | Male |  | 03 | Prefer not to say |  |
| 02 | Female |  |  |  |  |

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

Gender identity:

Do you identify as transgender/transsexual?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

Marital status:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01 | Single |  | 05 | Widowed |  |
| 02 | Living with Partner |  | 06 | Civil Partnership |  |
| 03 | Married |  |  |  |  |
| 04 | Divorced |  |  |  |  |

How would you describe your sexual orientation?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01 | Gay woman/lesbian |  | 04 | Bisexual |  |
| 02 | Gay man |  | 05 | Prefer not to say |  |
| 03 | Heterosexual/straight |  |  |  |  |

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | Partially | No |
| At home |  |  |  |
| With colleagues |  |  |  |
| With your manager |  |  |  |
| At work generally |  |  |  |

**Age**

What is your age (please tick)?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16–17 |  | 18–21 |  | 22–30 |  | 31–40 |  | 41–50 |  |
| 51–60 |  | 61–65 |  | 66–70 |  | 71+ |  | Prefer not to say |  |

**Religion or belief**

Please describe your religion or other strongly-held belief.

|  |  |
| --- | --- |
| I would describe my religion or belief as: | ................................................. |
| I have no particular religion or belief |  |
| Prefer not to say |  |

**Ethnic group**

How would you describe your nationality and/or ethnicity (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A**  **White:** |  | **B**  **Mixed race:** |  | **C**  **Asian or Asian British:** |  |
| British - English, Scottish or Welsh |  | White and Black Caribbean |  | Indian |  |
| Irish |  | White and Black African |  | Pakistani |  |
| Other White background |  | White and Asian |  | Bangladeshi |  |
|  |  | Other Mixed background |  | Other Asian background |  |

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| --- | --- | --- | --- | --- | --- |
| **D**  **Black or Black British:** |  | **E**  **Chinese and other groups:** |  |  |  |
| Caribbean |  | Chinese |  | Prefer not to say |  |
| African |  | Other ethnic group |  |  |  |
| Other Black background |  |  |  |  |  |

**Disability**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Used to have a disability but have now recovered |  | Don't know |  |
| Prefer not to say |  |  | |

If yes, please state the nature of your disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have a disability, are there any adjustments or aids that may assist you in carrying out the duties of this post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below indicating your understanding and agreement that the above information will be used for the purpose of equality and diversity monitoring only.

Name:

Signature: Date: