

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".

Application for the post of:	
Department:	
Closing date:	

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	

<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	

Work Eligibility: (please tick <u>one</u> box)	
<input type="checkbox"/>	I am eligible to live and work in the UK
<input type="checkbox"/>	I am not currently eligible to live and work in the UK
<p>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.</p>	

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

SAFEGUARDING	
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
"Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?"	YES / NO
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
<p>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.</p> <p>The amendments to the Rehabilitation of Offenders Act 1974 (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 Ministry of Justice website.</p> <p>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</p>	

Where did you <u>first</u> see this vacancy advertised? (please tick <u>one</u> box)	
<input type="checkbox"/> Wigan and Leigh College website	<input type="checkbox"/> Manchester Evening News
<input type="checkbox"/> AoC Jobs	<input type="checkbox"/> Reed
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> FE Week
<input type="checkbox"/> Jobcentre Plus or www.jobseekers.direct.gov.uk	<input type="checkbox"/> TES
<input type="checkbox"/> FE Careers	<input type="checkbox"/> Other

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...	

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	

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

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)

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 Address and Postcode Email address Tel No Relationship to you	Name Address and Postcode Email address Tel No Relationship to you
<i>(Please indicate if you do not wish your current employer to be contacted)</i>	

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 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

02 Female

03 Prefer not to say

(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	<input type="checkbox"/>	05 Widowed	<input type="checkbox"/>
02 Living with Partner	<input type="checkbox"/>	06 Civil Partnership	<input type="checkbox"/>
03 Married	<input type="checkbox"/>		<input type="checkbox"/>
04 Divorced	<input type="checkbox"/>		<input type="checkbox"/>

How would you describe your sexual orientation?

01 Gay woman/lesbian	<input type="checkbox"/>	04 Bisexual	<input type="checkbox"/>
02 Gay man	<input type="checkbox"/>	05 Prefer not to say	<input type="checkbox"/>
03 Heterosexual/straight	<input type="checkbox"/>		<input type="checkbox"/>

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	<input type="checkbox"/>	18-21	<input type="checkbox"/>	22-30	<input type="checkbox"/>	31-40	<input type="checkbox"/>	41-50	<input type="checkbox"/>
51-60	<input type="checkbox"/>	61-65	<input type="checkbox"/>	66-70	<input type="checkbox"/>	71+	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

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	

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: