

**Long Road, Cambridge CB2 8PX**

**Tel: 01223 631100   
Email: hr@longroad.ac.uk**

**Principal: Yolanda Botham**

**Employment Application Form:   
Support staff**

**Internal use only:**

**Ref. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Governing Body is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Long Road Sixth Form College is committed to the promotion of equality and the elimination of discrimination.

We welcome applications from all members of the community.

*Please ensure that you complete all sections of this application; Parts A, B and C and that each section begins on a fresh sheet of paper.*

|  |  |
| --- | --- |
| **IMPORTANT:** Vacancy Job Title |  |

**Part A: INFORMATION FOR SHORT-LISTING AND INTERVIEWING**

|  |  |  |  |
| --- | --- | --- | --- |
| Initials |  | Surname/ family name |  |

**Present / Last Appointment:**

|  |  |
| --- | --- |
| Name, Address and Telephone number of employer |  |
| Job title |  |
| Date appointed to current post |  |
| Current salary |  |
| Date available to begin new job at Long Road if successful: |  |
| Confirm notice period: |  |

**Full Employment History**

*Please provide a full employment history in reverse chronological order (most recent job first). Please explain any gaps since leaving full-time education, including any periods of part-time or voluntary work.**Please enclose a continuation sheet if necessary.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title  or Position | Name and address of school/college,  other employer, or description of activity | Number on roll/  type of school or college | F/T  or P/T | Dates | | Reason for leaving |
| From | To |
| dd/mm/yyyy | dd/mm/yyyy |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Secondary Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College | From | To | Qualifications gained with date |
|  |  |  |  |

**Degree(s) or equivalent qualification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and Addresses of University or College | Dates  From/To | F/T or P/T | Subject(s) | Level of attainment (Degree/other) | Class/Division | Date |
|  |  |  |  |  |  |  |

**Professional Training**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and Addresses of University or College | Dates  From/To | F/T or P/T | Subject(s) | Age range | Qualification | Date |
|  |  |  |  |  |  |  |

**Professional Courses Attended. Please list relevant courses attended in the past 2 years**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising Body | Date(s) | Duration |
|  |  |  |  |

**Supporting Statement: Please do not include a CV**

*Please attach a brief statement (no longer than 2 sides of A4) in support of your application. Please make direct reference to the job description and person specification and demonstrate, if possible, with examples how you meet the required criteria.*

**Internal ref \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART B PERSONAL DETAILS**

This part of the application form will be removed from Part A and kept in HR. Contents may be verified prior to short- listing but will not then be used for selection purposes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname or family name |  | | | | |
| All previous surnames |  | | | | |
| All forenames |  | | | | |
| Name known as |  | | | | |
| Title |  | | | | |
| Date of Birth |  | | | | |
| Current Address |  | | | | |
|  | | | | |
| Postcode |  | | | | |
| Home telephone number |  | | | | |
| Mobile telephone number |  | | | | |
| Email address |  | | | | |
| National Insurance Number (NI) Number |  | | | | |
| Do you have a Transferable DBS Certificate? | Yes |  | | No |  |
| If so, please confirm you give Long Road Sixth Form College, permission to check? | Yes |  | | No |  |
| Please provide transferable DBS number and date of issue. | *Number* |  | | | |
| *Date* |  | | | |
| Have you ever been subject to an investigation by the General Teaching Council or Department for Education? | Yes |  | | No |  |
| Have you ever been barred or restricted from working with children or young people? | Yes |  | | No |  |
| ***If YES to either of the above, please state separately under confidential cover the outcome including any orders or conditions of registration.*** | | | | | |
| Are you subject to any legal restrictions in respect of your employment in the UK? | Yes |  | No | |  |
| *If YES please provide details separately* | | | | |
| Do you require a work permit? | Yes |  | No | |  |
| *If YES please provide details separately* | | | | |
| Have you resided outside the UK within the past 5 years? | Yes |  | No | |  |
| Do you have a current full driving licence? | Yes |  | No | |  |
| Do you need any special arrangements should you be called for interview? | Yes |  | No | |  |
| *If YES please specify (e.g. ground floor venue, sign language, interpreter, audiotape etc.)* |  | | | | |

**References**

Please give details of two people to whom reference may be made. **One must be your current or most recent employer**. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired”. Referees will also be asked whether you have been the subject of any child protection concerns and if so, the outcome of any inquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. **References *may* be taken up *prior to interview.* Please indicate by marking ‘No’ at the bottom of the grid below, if you do *not* wish us to do this:**

**First referee: Second referee:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Position |  | Position |  |
| School/  organisation |  | School/  organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone number |  | Telephone number |  |
| E-mail address |  | E-mail address |  |
| Working Relationship |  | Working Relationship |  |
| I give permission for you to contact prior to interview | ***IMPORTANT:*** *Please delete as appropriate:*  YES / NO | I give permission for you to contact prior to interview | ***IMPORTANT:*** *Please delete as appropriate:*  YES / NO |

**Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind‑overs**

Jobs in colleges are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions, cautions or reprimands, warnings or bind-overs? | **YES** |  | **NO** |  |

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. Please note that referees will be asked about disciplinary offences relating to children or young people.

**Data Protection Act** The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to bodies including the governors, to Occupational Health, to the Teachers Pensions Agency, the Local Government Pensions Scheme, to the Department for Education and Skills, to pension, payroll and HR providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. At no time will your personal information be passed to organisations for marketing or sales purposes

**Notes**

1. When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant’s information pack.
2. Canvassing an employee or governor, directly or indirectly, will disqualify the application.

**Declaration**

I certify that, to the best of my knowledge and belief, all particulars included in this application are correct. I agree to the College processing my personal data for the purposes explained above. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used as outlined above, and in particular that checks may be carried out to verify the contents of my application form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Candidate Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

**PART C EQUAL OPPORTUNITIES MONITORING FORM**

This part of the application form will be removed and used for monitoring purposes only. It will play no part in the short listing process and all details will be kept anonymous.

**We are committed to the “Positive about people with disabilities (two ticks)” philosophy. Therefore all candidates who disclose a disability and who meet the essential criteria of the post for which they have applied will automatically be shortlisted.**

|  |  |
| --- | --- |
| Vacancy reference  (internal) |  |
| Post title |  |

**Age Group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To which age group do you belong? | 19 or under |  | 50 - 59 |  |
| 20 - 29 |  | 60 – 69 |  |
| 30 - 39 |  | 70 or above |  |
| 40 - 49 |  | Prefer not to say |  |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you regard yourself as in any way disabled? | Yes |  | |
| No |  | |
| Prefer not to say |  | |
| *Please tick the appropriate box. If you experience more than one type of impairment, please tick the box next to all of the types that apply. If your disability does not fit any of these types, please tick other.* | | |
| Specific learning disability (such as dyslexia or dyspraxia) | |  |
| General learning disability (such as Down’s Syndrome) | |  |
| Cognitive impairment (such as autistic spectrum disorder or resulting from head injury) | |  |
| Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy) | |  |
| Mental health condition (such as depression or schizophrenia) | |  |
| Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches) | |  |
| Deaf or serious hearing impairment | |  |
| Blind or serious visual impairment | |  |
| Other type of disability | |  |

**Ethnic Origin**

|  |  |  |
| --- | --- | --- |
| What is your ethnic background? | **White:** | |
| British |  |
| Irish |  |
| White background – other |  |
| **Mixed:** | |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Mixed background – other |  |
| **Asian or Asian British:** | |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Asian background – other |  |
| **Black or Black British:** | |
| Caribbean |  |
| African |  |
| Black background – other |  |
| **Chinese:** | |
| Chinese |  |
| **Other ethnic group:** | |
| Other ethnic group |  |
| **Prefer not to say:** | |
| Prefer not to say |  |

**Gender**

|  |  |  |
| --- | --- | --- |
| What is your gender? | Female |  |
| Male |  |
| Prefer not to say |  |

**Gender re-assignment**

|  |  |  |
| --- | --- | --- |
| Have you undergone gender re-assignment? | Yes |  |
| No |  |
| Prefer not to say: |  |

**Marital status**

|  |  |  |
| --- | --- | --- |
| What is your marital status? | Single |  |
| Married |  |
| Civil partnership |  |
| Prefer not to say |  |

**Nationality**

|  |  |  |
| --- | --- | --- |
| How would you describe your national identity? |  | |
| Prefer not to say |  |

**Religion/belief**

|  |  |  |
| --- | --- | --- |
| How would you describe your religion or belief? |  | |
| I have no religion or belief |  |
| Prefer not to say |  |

**Sexuality**

|  |  |  |
| --- | --- | --- |
| How would you describe your sexuality? | Heterosexual/straight |  |
| Gay man |  |
| Lesbian/Gay woman |  |
| Bi-sexual |  |
| Prefer not to say |  |

**Advertising Source**

|  |  |  |
| --- | --- | --- |
| Where did you first learn about this vacancy? | Long Road Website |  |
| Cambridge News |  |
| TES |  |
| Indeed.co.uk |  |
| Fish4jobs.co.uk |  |
| Social Media |  |
| Other Website |  |
| Word of Mouth |  |
| Other |  |

***Thank you for your help***



**SIXTH FORM COLLEGES ASSOCIATION**

**Support Staff Salary Spine (April 2020)**

|  |  |  |
| --- | --- | --- |
| **Scale** | **NJC Spine** | **Annual** |
| **point** | **Salary** |
| 1 | 1 | 16,825 |
| 1&2 | 1+ | 17,471 |
| 2 |  |  |
| 2 | 2 | 17,471 |
| 3 | 3 | 17,830 |
| 3 | 4 | 18,190 |
| 3 | 5 | 18,535 |
| 3 | 6 | 18,909 |
| 4 | 7 | 19,300 |
| 4 | 8 | 19,918 |
| 4 | 9 | 20,626 |
| 4 | 10 | 21,340 |
| 5 | 11 | 22,045 |
| 5 | 12 | 22,755 |
| 5 | 13 | 23,460 |
| 5 | 14 | 24,147 |
| 6 | 15 | 24,831 |
| 6 | 16 | 25,638 |
| 6 | 17 | 26,437 |
| PO ↓ | 18 | 27,329 |
|  | 19 | 28,242 |
|  | 20 | 29,157 |
|  | 21 | 30,066 |
|  | 22 | 30,894 |
|  | 23 | 31,724 |
|  | 24 | 32,555 |
|  | 25 | 33,384 |
| P05 | 26 | 34,213 |
| P05 | 27 | 35,045 |
| P05 | 28 | 35,873 |
| PO5/P06 | 29 | 36,787 |
| PO5/P06 | 30 | 37,701 |
| PO6/PO7 | 31 | 38,611 |
| P06/PO7 | 32 | 39,524 |
| PO7 | 33 | 40,522 |
| PO7 | 34 | 41,432 |
|  | 35 | 42,426 |
|  | 36 | 43,422 |
|  | 37 | 44,420 |
|  | 38 | 45,416 |
|  | 39 | 46,411 |



**SAFER RECRUITMENT CHECKS**

**Disclosure and Barring Service checks**

Long Road Sixth Form College has a duty to provide a secure and safe environment in which learners and staff can obtain the best possible benefit from studying or working at the College. Part of the College’s duty is to ensure that it does not employ or make use of the services of a person who has a criminal conviction or record of behaviour that could pose a threat to the safety and well being of learners and staff. This procedure will ensure that appropriate checks are made on College employees and those carrying out services for the College.

The Disclosure and Barring Service (DBS) is a facility whereby an employer can request that a check is carried out on an employee/ prospective employee to confirm his/her suitability for certain types of work, particularly work involving contact with children (under 18) or other vulnerable members of society. The disclosure service provides access to records held by:

* the police, for checks relating to cautions and convictions;
* the Department of Health, for records relating to suitability to work with children;
* the Department of Education and Skills, to ascertain if a person has been judged to be unsuitable to work with children;

The College will require a DBS enhanced disclosure for **all** new academic staff and support staff, due to the nature of the College’s business. The enhanced disclosure will indicate that there is no record of the person being unsuitable to work with children under the age of 18 or with vulnerable adults.

All prospective employees will be asked to provide original proof of identification documents to the College’s counter-signatory or a nominated member of the HR Department and complete an online DBS Application.

***Any offer made will be subject to a satisfactory DBS disclosure including satisfactory Barred List clearance***.

The DBS check may take several weeks to complete. When completed, the DBS sends the certificate, detailing any disclosure to the individual who has applied and notification to the registered body/employer. The disclosure will give details of criminal record or other related matter which has been recorded. The employee must present their certificate to the HR department as soon as it is received, for verification.

There may be occasions where an employee commences work before the DBS disclosure certificate has been verified in HR, in which case a risk assessment will be carried out by HR and the Principal, before the commencement of the employment. HR will assess the level and nature of contact with children and vulnerable adults and will ensure that the new employee will not be dealing on a one to one basis with children and/or vulnerable adults until a satisfactory DBS disclosure has been received.

Once the certificate has been obtained from the DBS the HR Manager will consider if the certificate and any disclosure is satisfactory to enable the prospective employee to commence their employment with the College. If the individual has already commenced employment and there are issues raised in the certificate, the HR Manager will invite the individual to meet to discuss the certificate and its content.

In determining if the employment should commence/continue the following factors will be taken into account:

* whether the conviction or other matter revealed is relevant to the post offered;
* the seriousness of any offence or other matter revealed;
* the length of time since the offence or other matter occurred;
* whether the individual has a pattern of offending behaviour or record that relates to another relevant matter;
* whether the individual’s circumstances have changed since the offending behavior;
* the circumstances surrounding the offence or other matter and the explanation offered by the individual.

If it is determined that the employment should not commence, or should not continue, the individual will be given written reasons for this. If the individual has not commenced employment the HR Manager will write to him/her withdrawing the offer and explaining the reasons.

Where the individual has commenced employment pending the DBS check and the decision is that the employment should not continue, the HR Manager will inform the Principal if dismissal is recommended. There will be an opportunity for the individual to write to the Principal setting out his/her reasons why he/she believes he/she should not be dismissed.

**Employer Access Portal checks**

A person who is prohibited from teaching must not work as a teacher, or work in such an environment. The College will run a check on the Employer Access Online (to which the HR team has secure access via the Department’s Secure Access portal) and this will identify any existing prohibitions and sanctions made by the General Teaching Council for England (GTCE) before its abolition, and provide information about any teacher qualifications held and whether induction has been passed.