

Stanmore College is an equal opportunity employer.

CONFIDENTIAL

Thank you for your interest in our vacancy. Please complete this form after you have read the Guidance Notes and considered the job description and person specification for the post. In this way we hope to receive all relevant information in support of your application. Other documentation such as curriculum vitae and testimonials should not be sent and will not be considered. If this form is being printed, please print single sided. When completed please return the application form and supporting statement to:

Human Resources, Stanmore College, Elm Park, Stanmore, Middlesex, HA7 4BQ or electronically to hr@stanmore.ac.uk

Application for the post of:

Closing date for application: Personal Reference No:

(For office use only)

Where did you see this post advertised?

Personal Details

Last name / Family name: Title:

First Name(s):

Address: Town:

Postcode: Home Tel: Mobile Tel:

Email:

Date of Birth: National Insurance No:

References

We do not take up references prior to shortlisting. However, it is our policy to contact all referees prior to interview. Please supply the name and addresses of two professional referees (from the HR department). One referee must be your current or most recent employer.

1. Name: Position:

Company name: Email:

Address:

Telephone No:

2. Name: Position:

Company name: Email:

Address:

Telephone No:

Please do not approach my current employer before interview

☐ (Please tick if applicable)

Right to work in the UK

Do you have the right to work in the UK? ☐ Yes ☐ No

If no, please confirm your status in the UK.



MAYOR OF LONDON



Equality & Diversity Monitoring

We want to recruit a wide diversity of staff and we ask for your co-operation in providing the following information. Stanmore College monitors its Recruitment and Selection process to assess the effectiveness of our Equal Opportunities Policy. The information given will be in strict confidence and will be used only in the monitoring exercise, which will help to achieve equality of opportunity in Stanmore College's employment and does not form part of the recruitment process and will only be seen by the HR staff where it will be stored securely.

Job applied for: Personal Reference No:
(For office use only)

Your Full Names:

Your sexual orientation

- ☐ Bisexual ☐ Heterosexual ☐ Lesbian or gay ☐ Prefer not to say
☐ Other (Specify if you wish)

Which of the following describes how you think of yourself? (Please tick one option)

- ☐ Male ☐ Female ☐ In Another way ☐ Prefer not to say

Please state your nationality

Your religion or belief

- ☐ No religion ☐ Jewish ☐ Baha'i ☐ Muslim
☐ Buddhist ☐ Sikh ☐ Christian ☐ Prefer not to say
☐ Hindu ☐ Jain ☐ Other (Specify if you wish)

I consider my ethnic origin to be:

White

- ☐ English/Welsh/Scottish/Northern Irish/ British
☐ Irish
☐ Gypsy or Irish Traveller
☐ Any other White Background

Black/African/Caribbean/Black British

- ☐ African
☐ Caribbean
☐ Any other Black/African/Caribbean

Asian/Asian British

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Chinese
☐ Any other Asian Background

Other Ethnic Group

- ☐ Arab
☐ Any other ethnic group
(Please specify)

Mixed/Multiple Ethnic Groups

- ☐ White and Black Caribbean
☐ White and Black African
☐ White and Asian
☐ Any Other mixed/multiple ethnic background

The definition of a disabled person under the Equality Act is very broad and includes, for example someone with Dyslexia, mobility difficulty, mental health issues, aspergers. Are you covered by this definition?

- ☐ Yes ☐ No ☐ Prefer not to say

Disability

We are a Disability Confident Committed employer. Please tick here if you would like to take advantage of the scheme. Alternatively, please contact the HR department on 0208 420 7739.

The following request for information on disability is to help us assess what action we might take to offer positive opportunities for employment for people with disabilities. This does not attempt to preclude applications from people with disabilities. We are 'Disability Confident' and a 'Mindful Employer'.

Do you have a disability? ☐ Yes ☐ No

We welcome applications from people with a disability. If you have a disability, please indicate below if you would like any adjustments to be made to help you during the interview process.

Present Position (if applicable)

Employer name:

Employer address:

Employer postcode:

Nature of work:

Date of appointment:

Notice required:

Position held:

Current/Last Salary:

Superannuation scheme:

Grade:

No. of hours per week, if not full time:

Employment Record

Please provide details of both full and part time (please state hours per week) employment since completing full-time education in chronological order from recent to earliest. You should include any break in employment and provide an explanation but feel free to include any skills obtained at the time. Please include subsequent periods of full-time study, which will be explained in more detail in Post Compulsory Education.

Start Date	End Date	Full-Time, Part-Time (state hours) or Teaching Practice	Employer's name, address and nature of business	Job title, brief description of duties and reason for leaving
<div></div>	<div></div>			
<div></div>	<div></div>			
<div></div>	<div></div>			
<div></div>	<div></div>			
<div></div>	<div></div>			

Employment Record Continued

Start Date	End Date	Full-Time, Part-Time (state hours) or Teaching Practice	Employer's name, address and nature of business	Job title, brief description of duties and reason for leaving
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<div></div>	<div></div>			

Please indicate education with qualifications obtained at college or university, professional qualifications, government training schemes and other training (including short courses). Certificates will be required as evidence of qualifications.

	Full / Part time	Course/Qualifications with subject	Grade	Please tick if awarded in the last 5 years
SCHOOL (since age 11)				<div><input type="checkbox"/> <input type="checkbox"/></div>
FURTHER & HIGHER EDUCATION				<div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>
OTHER TRAINING and professional membership / qualifications				<div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>

Teacher Status (Academic Staff Only)

Do you have a teaching qualification? ☐ Yes ☐ No

Teaching Qualification:

Professional Development Undertaken

List any courses, seminars and in-service training that you have attended in the last 3 years which would be of significance in helping us to assess acquired skills or knowledge relevant to the post.

Statement

(For office use only) Personal Reference No:

On no more than one side (for teaching and management staff no more than two sides), you are asked to provide further information in support of your application, including your reason for applying for this post. Please **do not write your name** on this statement.

Disclosure of Criminal Conviction

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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.

Have you ever been convicted of a criminal offence which is not 'protected'?

☐ Yes

☐ No

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Overseas Criminal Records Check

Please identify if you have lived abroad for 3 months or more (from the age of 16) as you will be required to complete the application process for obtaining overseas police checks as a condition for employment. Please list the countries and dates below. If you already have a certificate of good conduct from relevant countries, please submit the original to HR.

Declaration *(Please sign both statements)*

Statement 1 - Data Protection (GDPR)

I understand that any offer of employment that I may receive will be dependent upon receipt by Stanmore College of

- a) proof of the right to work in the UK
- b) medical clearance
- c) satisfactory DBS certificate and check of the Barred list
- d) satisfactory references

I consent to the information that I have given on this application form being processed for the purpose of assessing suitability for employment and, if appointed, for the purposes of my employment with Stanmore College, including passing personal information to a third party where necessary (eg: outsourced payroll provider). For further information on the processing of your personal data, please see the staff Privacy Notice on the Stanmore College website www.stanmore.ac.uk.

Signature: Date:

Statement 2

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications which I claim to hold and I confirm that I have never been disqualified from working with children, cautioned or sanctioned in this regard.

Signature: Date: