



## **Application for Employment**

Thank you for applying for a vacancy with Longley Park Sixth Form College. Please complete this form fully in black ink or typescript, and return it to the HR team at Longley Park Sixth Form College, Horninglow Road, Sheffield, S5 6SG.

It is our aim to ensure that all prospective employees are treated solely on grounds of merit and ensure that no applicants, or employees, are unfairly discriminated against, or receive less favourable treatment than others.

To ensure that we are meeting our commitment to equality we will separate your personal information and equal opportunities monitoring information section on receipt of this form so that your name, ethnic origin, age, gender or disability will form no part of the initial short-listing process. Once the short-listing process has been completed, your personal details will be retrieved, for monitoring and correspondence purposes.

**Data Protection Act 1988 – Longley Park Sixth Form College will process information on this form for the purpose of personnel and recruitment administration, including pay and pensions. It will only be disclosed outside Longley Park Sixth Form College to organisations that are under contract to process data in these areas.**

## **Personal Information**

**Surname (Block Letters)**

**Forename(s)**

**Title**

**Age**

**Date of Birth**

**Address**

**Postcode**

**Telephone number(s)**

**Email**

## Equal Opportunities Monitoring

To ensure that we are meeting our commitment to equality we need to know about the gender and ethnic origin of people who apply to us, and whether they regard themselves as disabled. By completing this section you will help us to effectively monitor recruitment.

### Gender

Female  Male

### Ethnic Background

Please tick the box that describes your ethnic origin

#### Asian or Asian British

Bangladeshi  Indian

Pakistani  Other Asian background  
(please specify)

#### Black or Black British

African  Caribbean

Other Black background  
(please specify)

#### White

British  White Irish

Other White background  
(please specify)

#### Chinese

Chinese or other ethnic group  Another ethnic group  
(please specify)

#### Mixed

White and Asian  White and Black African

White and Black Caribbean  Any other mixed background  
(please specify)

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself to be a disabled person under the terms of the Disability Discrimination Act? Yes  No

# Application for Employment

I am applying for the post of \_\_\_\_\_

Are you applying for the post on a job share basis? (Many of our roles are open to job share. If this position qualifies for job share it will be clearly stated on the advertisement). Yes  No

How did you find out about this vacancy?

TES	<input type="checkbox"/>	Local Press	<input type="checkbox"/>
National Press	<input type="checkbox"/>	Longley Park website	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	Job Centre	<input type="checkbox"/>

Other: (please state where) \_\_\_\_\_

If you are NOT a British Citizen, do you have permission to work permanently in the UK?

Yes  please provide your work permit number

Are you related to any employee or Governor of Longley Park Sixth Form College? If yes, please give details Yes  No

Longley Park Sixth Form College is committed to safe recruitment and undertakes full pre-employment checks on all staff. Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974?

Yes  No

If yes, please give details

## Employment Information

Please give details of roles you have held starting with your current or most recent post. If you are self-employed please state in the company name section.

<b>Dates from – to</b>	<b>Company name and address</b>	<b>Role title &amp; brief description of duties including key responsibilities &amp; achievements</b>
<b>Notice Period</b>	<b>Reason for leaving</b>	<b>Salary and other benefits</b>

Dates from – to	Company name and address	Role title and brief description of duties (including your key responsibilities and achievements)	Reason for Leaving

Please specify details of examining, external verification and moderation for exam boards experience.

### Education and Qualifications

Please give details of vocational and academic qualifications you have gained, for example GCSE, NVQ, A level, degree, etc. If you have overseas qualifications, please include country and explain level.

Name of school, college or university	Dates attended from – to	Subject	Level	Grade

## Membership of Professional Organisations

Please give details of your membership of any professional body.

Organisation	Type of Membership	Date joined

## Other Training

Please give details of any relevant training with dates.

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## Suitability for the role

Please read the requirements in the enclosed role description and explain why you are suitable for this post. You should address each requirement listed, giving evidence of your skills, experience and knowledge in each area. Please include specific examples from paid, voluntary or homework, education, training or leisure activities. Continue on separate sheet(s) if necessary. (Up to a maximum of two A4 pages)

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## Additional Information

### Criminal Records

Any post that involves direct contact with or responsibility for young people will be subject to a check through the Criminal Records Bureau Disclosure service. This includes most posts at the College, not just teaching roles.

### Health

Please provide details of your sickness absence from work in the last two years.

Number of days:

Number of episodes:

Reasons for sickness:

Please note that continued employment with the College is subject to satisfactory health checks post-employment.

### Disciplinary Record

Do you have any current disciplinary warnings?

Yes

No

If yes, please give details

### References

Please give the names, full postal address, email and telephone numbers of two referees, **one** of which must be your current or most recent employer (if you have work experience). Please do not include any relative as a referee. No appointment will be confirmed without satisfactory references.

Name

Name

Address

Address

Telephone Number

Telephone Number

E-mail

E-mail

In what context does this referee know you?

In what context does this referee know you?

May this reference be contacted prior to Interview?

May this reference be contacted prior to Interview?

Yes

No

Yes

No

### Declaration

I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with Longley Park Sixth Form College recruitment & selection procedures. I understand that canvassing or giving false information will disqualify my application, may be used in the detection and prevention of fraud or, if discovered after appointment, may be grounds for dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_