*Please return to:*

HR Manager

###### Shoreham College

St. Julian’s Lane

### Shoreham by Sea

### West Sussex

BN43 6YW

Tel: 01273 592681

**APPLICATION FORM** Fax: 01273591673

[info@shorehamcollege.co.uk](mailto:info@shorehamcollege.co.uk)

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| **Position applied for:** | | | |
| 1. **PERSONAL DETAILS** | | | |
| Surname: | Forenames: | | Title: |
| Aa  Address:  Postcode: | | Former name(s):  (including maiden name)  Preferred name: | |
| Please provide the **month and year** you moved into this address:  If less than 5 years please provide all previous addresses for the past 5 years (continue on a  blank sheet of paper if necessary) | | | |
| Previous address: | | Previous address: | |
| Month: Year: | | Month: Year: | |

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| Home telephone: | Mobile telephone: |
| Email address: | National insurance no: |
| DfE reference: | Do you have Qualified Teacher Status? |

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| 1. **DETAILS OF PRESENT OR LAST EMPLOYER** | |
| Name of employer: | |
| Dates of employment: | Gross salary: |
| Reason for leaving: | |
| Additional benefits: | |
| Notice period: | Current position: |
| Main duties: | |

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| 1. **POST – 11 EDUCATION AND TRAINING**   Please give information about education received in this country or abroad, qualifications obtained including degrees, with class and division, and teacher’s certificates, in chronological order starting from the most recent. Please include post-graduate and professional qualifications. | | | |
| **Establishment attended:** | **Full or part time:** | **Qualifications (including the awarding body and grade):** | **Date obtained:** |
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| 1. **PREVIOUS EMPLOYMENT**   Please give further details of experience in chronological order, starting with the most recent. | | | | | |
| **Name of school/**  **employer** | **Dates of**  **employment** | **Age range/**  **single sex/**  **mixed** | **Number**  **on**  **school roll** | **Post held and**  **responsibilities** | **Reason for**  **leaving** |
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| 1. **MEMBERSHIP OF PROFESSIONAL BODY OR INSTITUTION** | |
| Name of institution: | Dates of re-registration: |

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| 1. **PROFESSIONAL DEVELOPMENT**   Please list recent courses and professional development in which you have been involved during the past 3 years and which you consider relevant to this post (stating length of courses). Please continue on a separate sheet of paper if necessary. |

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| 1. **ADJUSTMENT FOR INTERVIEW**   Please give brief details of any relevant adjustments, for medical or disability reasons, that you anticipate we would need to make if you are called for interview (please enter ‘none’ if there are no adjustments necessary): |

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| 1. **REFERENCES**   Please nominate at least two referees. If you are in employment, one referee should be your present employer.  If you are shortlisted we may approach employers for references prior to interview. Please notify us if  there is any reason why you do not wish us to take up references in advance of the interview. | | | |
| **Reference 1:** | | **Reference 2:** | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Position: |  | Position: |  |
| Telephone no: |  | Telephone no: |  |
| Email: |  | Email: |  |

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| Please confirm if you know any existing employee, volunteer or Governor at the College and if so, please provide full details of how you know them. |
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| 1. **SOCIAL MEDIA PROFILES** |
| As part of its due diligence checks, the College will carry out an online search (including social media) on  all shortlisted candidates. Please can you provide the details of all social media accounts you hold below, including your social media handles or URLs. |
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| 1. **DATA PROTECTION** |
| The information you provide on this form will be used to process your application for employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with the College, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data. We will process your data for recruitment purposes only. If you are unsuccessful in your application, we may keep your data on our systems for 6 months in case any similar future roles become available. If you have any objections to us storing your data for this purpose please email [data@shorehamcollege.co.uk](mailto:data@shorehamcollege.co.uk). |

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| 1. **DECLARATION** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.  You should be aware that the College will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.  It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the College. We will report the matter to the Police and/or the DBS if:   * we receive an application from a disqualified person; * we are provided with false information in, or in support of, an applicant’s application; or * we have serious concerns about an applicant’s suitability to work with children.   I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General teacher Council for England, or the Teaching Regulations Agency).  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. |

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| Signature: | Date: |