

PLYMOUTH COLLEGE

Ford Park, Plymouth, Devon PL4 6RN
Tel: 01752 505104 Fax: 01752 203246
Email: slambie@plymouthcollege.com
Headmaster: Mr J. Standen



APPLICATION FOR SUPPORT STAFF APPOINTMENT

To include: All Support Staff, Volunteers, Peripatetic and Freelance Instructors

Name:	
Position applied for:	
Advertisement seen in:	
Closing date:	

Application Number:

Our Governors' promise to you:

Fairness and Equal Opportunities

We do not operate an anonymous process but will treat your application fairly and honestly, and consider it only in relation to the requirements of the post. We will do this regardless of whether or not you currently work for Plymouth College, another employer or are unemployed. Our aim is to appoint the best person for the job. We believe in equal opportunities and will not unfairly discriminate against anyone. Your application will be processed in strict confidence.

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help please contact the school.

Documentary Evidence

Candidates called for interview will be required to bring the following **original** documents to the interview for verification purpose, photocopies will **not** be accepted:

- Birth Certificate or valid passport or driving license (both photo-card and paper version required)
- Relevant Certificates of academic and professional qualifications
- Proof of your entitlement to work in the UK
- Proof of your home address (i.e. Utility statement, Council Tax bill, bank/building society statement dated within the last 3 months (please note mobile phone statements are not accepted))
- Where appropriate any documentation evidencing a change of name
- Where the candidate is not a citizen of the UK, proof of entitlement to work and reside in the UK.

This information will also be used to allow the School to progress a Disclosure Barring Service (previously Criminal Record Bureau) check if you are successful at the interview stage.

Completing and Returning this Form

The form **must** be completed using **black** ink and must reach us by the closing date shown above. **Late applications cannot be considered.** Only official application forms will be accepted. CV's may be sent as a supporting document. Please send the completed form to the Mrs S Lambie at the address shown above or by email to: slambie@plymouthcollege.com

WARNING: If you provide false information this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

PERSONAL DETAILS

Surname:		Title:	
Forename(s):		DOB:	
Address:			
Postcode:			
Previous surnames used:			
National Insurance Number:			
Email address (Home):			
Email address (Work):			
Tel. No. (inc. STD Code):	Day Home:		Work:
	Evening home:		Mobile:
Preferred Method of Contact:			
Are you related to or have a close relationship to a member of the school's staff or Governor of the school (If yes please provide details? Please be aware that failure to disclose such a relationship may result in dismissal.			
Do you require any special arrangements in order for you to attend an interview, if selected, at the School (if Yes please provide details)?			
Do you require any special equipment or modification to allow you to undertake the duties of this post (if yes provide details)?			
Do you need permission to work in the UK? (If you are called for interview please bring with you documents that demonstrate you are entitled to work in the UK)?			
UK Residence: Please state that you have been resident in the U.K. during the last 5 years and if you have any periods of more than 12 months at any one time outside of the U.K. Please list reasons.			

Breaks from working/teaching with children. Have you had a break of 3 months or more in the last 3 years from roles with substantial access to children ? This refers to single or multiple 3 month periods not sing days, weeks or months or more in total.	Yes No <i>Please circle</i>
If yes to the above question please give details and reasons for these breaks.	
Signed:	
Date:	

CURRENT APPOINTMENT

Post title:			Full or part time	
Date from:		Date to:		
Name of Employer:				
Address:				
Postcode:		Tel. No. (inc STD code):		
Brief description of your duties:				
Reason wish to leave:				
Current salary:	£	Period of notice to be given		

PREVIOUS EMPLOYMENT (most recent first)

Employer name and address	Position held	F/T or P/T	Dates from/to
Reason for leaving:			
Reason for leaving:			
Reason for leaving:			

BREAKS IN EMPLOYMENT HISTORY (Detail period with reasons)

Date from	Date to	Reason

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (checks on qualifications will be made at interview)

Secondary education

School/College attended				
Date from/to				
Subject	Level	Grade	Date awarded	

University education

University				
Date from/to				
Qualifications obtained	Subject	Qualification	Class of degree	Date awarded

Graduate and Post Graduate Qualifications

Date from/to				
Qualifications obtained	Subject	Qualification	Class of degree	Date awarded

Teacher Reference Number (if applicable)

--

Professional development (courses relevant to position applied for)

Course	Organiser	Date awarded

Other qualifications relevant to position applied for (ie First Aid, mini bus driver)

Qualification	Awarding body	Date obtained	Expiry date

STATEMENT IN SUPPORT OF YOUR APPLICATION

The statement (a **maximum of two** pages) can be word processed or hand written in black ink. It should demonstrate your suitability for the position applied for. You should focus on how your skills, experience and knowledge meet the requirements of the person specification for this post. Please include information with regard to experience for this post.

STATEMENT IN SUPPORT OF YOUR APPLICATION (continued)

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the School. During the course of your employment with the School should you be arrested by the Police you are obliged to notify the Finance Director of this immediately (even if de-arrested or all charges dropped), failure to do so could result in disciplinary action by the School which may include dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts to which the exemption order applies.

Have you been convicted of any criminal offence? (Yes or No)	
--------------------------------------------------------------	--

If yes, please give details:

Have you ever received a caution? (Yes or No)	
-----------------------------------------------	--

If yes, please give details:

Do you have any convictions, cautions, bindovers or prosecutions pending? (Yes or No)	
---------------------------------------------------------------------------------------	--

If yes, please give details:

REFEREES

A minimum of TWO professional referees are required – One should be your current or most recent employer. Referees should be people who know you in a working/educational environment (paid or unpaid). As part of the Schools Safeguarding procedures references will be taken up prior to interview unless a reason is given why this would not be appropriate.

If you were known to your referees by another name, please give details:	
--------------------------------------------------------------------------	--

1.	Name:	
	Occupation:	
	Address:	
	Telephone No. (inc. STD code):	
	Email address:	
	In what capacity does the above know you?	
	Can this individual be contacted before short-listing/Interview	

2.	Name:	
	Occupation:	
	Address:	
	Telephone No. (inc. STD code):	
	Email address:	
	In what capacity does the above know you?	
	Can this individual be contacted before short-listing/Interview	

DECLARATION

I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed.	
Signed (Candidates who submit this application by e-mail will be asked to sign this form if called for interview)	
Date	

Please return your completed application form to:

Mrs S Lambie
 Headmaster's PA
 Plymouth College
 Ford Park
 Plymouth Devon
 PL4 6 RN

Or by e-mail to: slambie@plymouthcollege.com

EQUAL OPPORTUNITIES MONITORING FORM

Application

.....

This information is for monitoring purposes only and will not be considered as part of the selection process. To make equal opportunities meaningful, it is essential that the School monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Job Applied for:			
Where did you find out about this vacancy?			
What is your sex?		What is your age?	Years

Ethnicity – to which of these groups do you consider you belong (Please tick one box only):			
A	WHITE		C
			Asian or Asian British
British	Yes <input type="checkbox"/>	Bangladeshi	Yes <input type="checkbox"/>
Gypsy/Traveller	Yes <input type="checkbox"/>	Indian	Yes <input type="checkbox"/>
Irish	Yes <input type="checkbox"/>	Pakistani	Yes <input type="checkbox"/>
Any other White Background (please state)		Any other Asian Background (please state)	
B	MIXED	D	Black or Black British
White and Black Caribbean	Yes <input type="checkbox"/>	African	Yes <input type="checkbox"/>
White and Black African	Yes <input type="checkbox"/>	Caribbean	Yes <input type="checkbox"/>
White and Asian	Yes <input type="checkbox"/>	Any other Black Background (please state)	
Any Other Mixed Background (please state)			
E	Chinese or other ethnic group (please state)		
F	Any other ethnic group (please state)		

Disability			
Do you consider yourself to be a disabled person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Would you like to let us know more about your disability? (If yes Please detail)			

Religion - how would you describe your faith, belief, religion? (Please tick one box only)			
Buddhist	Yes <input type="checkbox"/>	Jewish	Yes <input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	Yes <input type="checkbox"/>	Muslim	Yes <input type="checkbox"/>
Hindu	Yes <input type="checkbox"/>	Sikh	Yes <input type="checkbox"/>
Other religion (please state)	Yes <input type="checkbox"/>	None	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		

Marital status - what is your marital status (please tick one box)			
Single	Yes <input type="checkbox"/>	Married	Yes <input type="checkbox"/>
Civil Partnership	Yes <input type="checkbox"/>	Living with partner	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		