


# JSTC

## Application of Employment

 <p>John Spendluffe Technology College Hanby Lane Alford Lincolnshire LN13 9BL</p> <p>Headteacher: Ms J Shorrocks</p> <p>Tel: 01507 462443 Fax: 01507 462013 Email: office@jstc.org.uk</p>	<p><b>Support Staff Appointment: Confidential</b></p>
	<p><i>FOR OFFICIAL USE ONLY</i></p>
	<p><i>Acknowledged:</i></p>
	<p><i>Interview Date:</i></p>
	<p><i>Time:</i></p>
	<p><i>Result Notified:</i></p>

***This form should be completed in black ink or typescript.  
Separate sheets of information may be attached where necessary.***

Application for the post of:	
Closing Date:	How did you hear about this vacancy?

### Section A – Personal Details

Last Name	Title	First Name(s)	Male / Female
Previous Name/s (if applicable)		Nationality	Date of Birth
		National Insurance Number	
Address		Telephone Number	
		a) Home	
		b) Work (if we may call you there)	
		c) Mobile	
Postcode		If the job details indicate that the use of a car is required, do you have	
Email		- a car available for work? YES/NO	
		- a current clean driving licence? YES/NO	
		- any previous motoring offences? YES/NO	

Do you have the right to work in the UK?	Yes / No ( <i>Please delete</i> )
If appropriate, please state the expiry date of your right to work in the UK and/or your work permit.	Expiry Date:

## Section B - Education and Training

Secondary Education					
Name(s) of Secondary Schools	Dates		Qualifications achieved		
	From	To	Subject	Level	Date

Further or Higher Education				
Place of Education	Dates		Subjects	Qualifications/Level achieved
	From	To		

Other Training (e.g. Management, In-Service Professional, etc)					
College/Institute or other name	Dates		Qualifications achieved		
	From	To	Subject	Level	Date

## Section C - Employment History *(including any gaps in employment)*

Present Post:	
Date Appointed:	Full-Time / Part-Time (If Part-Time, Hours Per Week):
Salary/Scale:	Type of School / Establishment / Business:
Name, address and telephone number of current employer:	
Notice required to terminate present appointment:	
Summary of Main Duties:	

Previous Employer Name and Address	Dates of Employment (most recent first)	Place and Nature of Employment

**Section D – Criminal Offences (Please read this section carefully)**

Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.

Do you have any unspent convictions, cautions, reprimands or warnings? YES/NO

If Yes please supply details

You are required to give details of **all** criminal convictions even if they are ‘spent’. Please complete the questions below.

Do you have any spent convictions, cautions, reprimands or warnings? YES/NO

If yes please supply details

Do you give permission for us to carry out a status check at [www.gov.uk/dbs](http://www.gov.uk/dbs) if you have a current DBS Certificate?

Yes / No      Signature .....      Date .....

**In answering this question you must give details of all unspent convictions, cautions, reprimands and warnings however long ago they were.**

**The post you are applying for is subject to a DBS Disclosure.**

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.

### DBS Update Service

Are you a registered member of the DBS Update service through payment of an annual subscription?

YES/NO

If **Yes**, do you give consent to JSTC and/or the HR provider to carry out a Status Check on sight of your original certificate? YES/NO

To enable a Status Check to be carried out, please provide the following information:

Applicant's Surname

(as shown on DBS Certificate): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

DBS Certificate Number: \_\_\_\_\_

Update Service ID Number: \_\_\_\_\_

### Section E – Outside Interests and Activities

--

**ALL APPOINTMENTS ARE SUBJECT TO THE SATISFACTORY COMPLETION OF A 6-MONTH PROBATIONARY PERIOD**

### Section F – Referees

**Referees** - If you are in employment, one of your referees must be your current employer and if in education, your Headteacher. Your second referee should ideally be a professional from a different place of work. If you are at present unemployed, one of your two referees should be your last employer; a person who knows you as a helper or volunteer. *(If you have worked in an educational establishment this should be the Headteacher).*

Name and Address of Referee from your current/last employer  
*(must not be a relative or partner)*

Name and Address of Second Referee  
*(must not be a relative or partner)*

Postcode Telephone

Postcode Telephone

Email

Email

Status

Status

References will be taken up after shortlisting and before interview.

May we contact your past/present employer if you are shortlisted? YES/NO

May we seek details of your absence record if you are shortlisted? YES/NO

**What is your ethnic group?**

Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background.

**a) White**

- British
- Irish
- Any other White background, please write in

**d) Black, Black British**

- Caribbean
- African
- Any other Black background, please write in

**b) Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write in

**e) Chinese, Chinese British**

- Chinese
- Any other background, please write in

**c) Asian, Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in

**f) Gypsy / Traveller**

- Romany Gypsy
- Irish Traveller
- Any other Traveller background, please write in

I prefer not to disclose

ARE YOU, TO YOUR KNOWLEDGE, RELATED TO ANY EMPLOYEE OR GOVERNOR AT JOHN SPENDLUFFE TECHNOLOGY COLLEGE? Yes / No

If Yes      NAME:

RELATIONSHIP:

POSITION HELD:

Providing any misleading or false information to support your application, or canvassing governors or staff directly or indirectly, will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.

**Section G – Details Of Your Experience and Your Reasons For Applying For This Post  
(Maximum 2 sides of A4 font size 12)**

--

**Declaration**

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand all the questions on this form.
3. I understand that under legislation for the Disclosure and Barring Service, if offered the post I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt to the School Office Manager.
4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire.
5. If offered the post if I give any false information on this form it may lead to my dismissal.

SIGNATURE OF APPLICANT

DATE

--	--

(NB: If you are completing this application electronically, you will be asked to sign the form if you are invited for interview)

**THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.**