

APPLICATION FORM FOR EMPLOYMENT

Please complete form and return to the Human Resources Department, where it will only be shared with the relevant persons. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1988. Please see our Privacy Notice for more information on how your data is used and stored.

Position Applied For:	
Closing Date For Application:	
How Did You Hear About This Vacancy?:	
Availability – Should you be offered a position, when would you be able to start?:	

Personal Information

Title (Mr, Mrs, Ms, Miss, Dr, etc.):	First name:	
Surname:	Former name(s):	
Current address:	Date of Birth:	
	National Insurance Number:	
	Telephone (daytime): Telephone (evening): Email:	
	No. of dependants:	
Are you related to or have a close relationship with any employee of Cardiff Sixth Form College?	☐ YES / ☐ NO If YES – Please give their name:	
Do you hold a UK driving licence?	☐ YES / ☐ NO	What categories does your driving licence cover?:
Right to work check	Passport/National ID document country of issue:	
	Visa/BRP Type: (if applicable)	Expiry Date: (if applicable)

Education – Post 11 (including University)

Dates From & To Month & Year	Name of School/College	Qualifications/Grades Gained (Please State Awarding Body If Known)	Date Achieved

Further Training or Courses Obtained

Dates from and to (MM/YY)	Title
Membership of Professional Bodies (including level of membership and date obtained):	

Employment (current or most recent employer)

Name Of Employer			
Address & Contact Number			
Job Title		Salary	
Start Date		Finish Date (if applicable)	
Brief description of main duties and responsibilities:			
Reason for Leaving			

Past Employment

Please give details of all positions held either voluntary, educational or work since completing full-time education and explain any gaps in your employment and include dates.

Dates from and to (MM/YY)	Name & Address Of Employer	Job Title & Duties	Salary	Reason For Leaving

Additional Information

Please use this section to include any periods of voluntary work you may have done.

Please describe any personal qualities or experience that you feel are relevant to the job, including how you feel you meet the job specification.

Declaration

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn.

I confirm that the information given on this application form is correct. I understand that any details I have falsely given will render me liable to disqualification from selection, or if appointed, summary dismissal.

Signature of Applicant:		Dated:	
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Disclosure of Criminal and Child Protection Matters

Cardiff Sixth Form College is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

Exemption from Rehabilitation of Offenders Act 1974

Cardiff Sixth Form College is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments. You are not entitled to withhold information about convictions which would otherwise be considered as 'spent' unless they happened before your 18th birthday.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Since your 18 th birthday, do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	☐ YES/NO ☐
Are you subject to any current or outstanding disciplinary procedures or legal action?	☐ YES/NO ☐
Have you ever been known to any children's services departments or to the police as being a risk or potential risk to children?	☐ YES/NO ☐
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	☐ YES/NO ☐
If you have answered yes, to any of the above, please provide full details by separate cover, sent to principal@ccoex.com , stating clearly the post to which you are applying for.	

Disclosure and Barring Service

In the event of a successful application a Disclosure will be sought from the Disclosure & Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment. Please sign below if you agree that the appropriate enquiry might be made.

Signature of Applicant:		Dated:	
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References

Please give the names and addresses of two referees (one of whom should be your current/most recent employer and one a previous employer) who are in a position to comment on your work ability. These must not be a relative or someone acting solely as a friend. References will not be taken up without your knowledge, but will be contacted prior to an employment offer.

Referees will be asked:

- about any disciplinary offences you may have relating to children
- whether you have previously worked with children, please put down a referee for this post (if it is not already stated)

If you are currently in further education, please put down your tutor as a referee

Please note that we may also contact anyone else you have previously worked for in addition to the below

Name:	Name:
Company:	Company:
Address:	Address:
Tel Number:	Tel Number:
Email Address:	Email Address:
Position:	Position:
In what capacity known:	In what capacity known:
* Tick if required ☐	* Tick if required ☐

Please only tick the boxes if you do not want the referee(s) to be contacted prior to interview. *

Consent to Disclose Personal Information for Employment Reference Purposes

I authorise my current/previous employer/tutor to disclose personal information about my employment/education should they receive a reference request from Cardiff Sixth Form College. This will include employment/education dates, reason for leaving, details of any disciplinary procedures during my employment and that there is nothing known to them which would render me unsuitable to be in an environment with children.

Signature of Applicant:		Dated:	
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