**Position applied for**:

**Personal Details**

|  |  |
| --- | --- |
| Full name |  |
| Previous Surname(s) |  |
| Current Address |  |
| Date of Birth |  |
| National Insurance number |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |

Are you related to any employee of this organisation?

If YES please give details:

**Education and qualifications**

Please give details of secondary and further education including any A levels or equivalent vocational courses

|  |  |  |  |
| --- | --- | --- | --- |
| Dates attended from mm/yyyy) | To (mm/yyyy) | Name of school/College/other institution | Qualifications obtained and Grade/level |
|  |  |  |  |

Please give details of any Higher Education and equivalent courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates attended from (mm/yyyy) | To (mm/yyyy) | Name of University/other institution | Qualification, date obtained and Grade level | Name of awarding body |
|  |  |  |  |  |

Please give details of any other professional or vocational qualifications you hold that are relevant to your application

|  |  |  |
| --- | --- | --- |
| Dates obtained | Qualification and Grade/Level obtained | Name of Awarding Body |
|  |  |  |

**Employment History**

Please complete, starting with current or most recent employer. Continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates employed from (mm/yyyy) | To (mm/yyyy) | Name of employer | Job title and key responsibilities | Reason for leaving & notice period for current job | Salary at time of leaving |
|  |  |  |  |  |  |

If there are any gaps in your employment or education history please explain them here

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**References**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (NB If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with Children. References will not be accepted from relatives, or persons who only know you as a friend).

Also, in relation to working with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the Principal on 01634 828115 to discuss these issues.

|  |  |
| --- | --- |
| Name:  Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone number:  Email address: | Name:  Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone number:  Email address: |

**Personal Statement**

Using the job description with this application, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying and your interest in this position.

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**For persons who are not British**

If you are an EU citizen please give details of your settled status and a share code for us to check your status with the Home Office:

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If you are from outside the UK and you have any conditions related to your employment please give full details below:

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**Personal Declaration**

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| --- |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be otherwise be considered “spent” under the Act.  Have you ever been convicted of any offence or “bound-over” or given a caution? **YES/NO**  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.  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  I understand that if my application is successful that I will be required to obtain a DBS Disclosure at the appropriate level.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit any information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. |
| Signed: Date:  Print Name: |

Please return this form to:

Caroline Dutton

Director of HR and Compliance

Rochester Independent College

Star Hill

Rochester

Kent

ME1 1XF