



# Application for Employment

**CONFIDENTIAL** - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.

This form should be used to apply for currently advertised vacancies only.

**Please complete this application in black ink or by typing and submit it as stated in the job advertisement, either by post to Harrison College: Gail Stonier. Harrison College, Barclay Court, Heaven's Walk, Doncaster, DN4 5HZ or to gstonier@harrisoncollege.co.uk**

<b>POST APPLIED FOR</b> (It is <b>essential</b> that candidates complete all details in this box so as their application can be considered.)	Job Title:	
	Closing Date:	
	Date applying:	

## PART A – PERSONAL DETAILS

Surname/Family Name Including former names.								
Forenames or Initials								
Address:								
Town / City								
Post Code								
National Insurance Number								
Contact Phone Number								
Email address								

\* As we may need to contact you by email throughout the recruitment process, please provide an email address if possible

<b>Are you entitled to work in the United Kingdom?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Please declare any family or close relationship to existing employees or employers (including councillors and governors):	
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**Additional Information:**

Please use this section to expand on any of the questions in Part A above.	

Please provide your DfES reference number.	
Date achieved Qualified Teacher Status (QTS)?	
Have you completed Newly Qualified Teacher (NQT) induction period?	YES <input type="checkbox"/> NO <input type="checkbox"/> n/a <input type="checkbox"/>
Date you completed NQT induction period (if applicable)	
Which age range are you qualified to deliver in?	

**References:**

	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent/or relevant alternative)
Referee Name		
Job Title		
Address		
Email		
Telephone		
May we take up this reference prior to interview?		Prior to interview?
May we take up this reference prior to an offer of employment?		Prior to employment?

Please note that for positions dealing with Children and / or Vulnerable Adults, Harrison College will need to take up references from your current employer. If not currently working with children or vulnerable adults we will need to approach the employer for the last time you worked with children if applicable. Please ensure you include the name of a senior person with appropriate authority ie headteacher/principal/HR. We will contact your referee for a verbal confirmation and to clarify content of the information they have provided.

As part of the shortlisting process and part of safer recruitment, we could consider carrying out an on-line search as part of due diligence. These checks will comply with Legislation and the Law for information on data protection and UK GDPR, the Human Rights Act 1998 and the Equality Act 2010.

As part of our statutory duty to Keeping Children Safe in Education, we will require all shortlisted applicants to complete a self declaration form which includes information on their criminal record or information that would make them unsuitable to work with children and young people.

**As part of our commitment to ensuring the safety and welfare of young people, please see the Harrison College website and read our Safeguarding and Student Protection Policy.**

**Please refer to the Harrison College website to access our Safer Recruitment Policy.**

**PART B – INFORMATION IN SUPPORT OF APPLICATION**

**Teaching Experience & Educational Employment history** - Please list in chronological (most recent) order and indicate full or part-time (including gaps in employment). Add extra rows if applicable  
 Applicants for first teaching post should give details of teaching practice or placements

School, College or Educational Establishment	Local Authority	Number On Roll	Dates employed (From & To)	Post held and Age Ranges Taught	Reason for Leaving and any gaps

**Current Employment Post / voluntary position.**

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Salary expectation      £

Please provide details of any breaks in employment (exceeding 6 weeks)

**Other Employment Record** – Please provide details of any **non-teaching employment** as well as a full employment history since leaving school, education and voluntary work undertaken.

Name & Address of Employer	Dates (From & To)	Job Title and Brief Description of Duties	Reason for Leaving and gaps in employment


**Secondary, Further Education and Higher Education**

Institution	Dates attended (From / To)	Qualifications Obtained (with Grades/awarding body and date of award)	Level of award

**Details of In-Service Training Courses / relevant professional CPD / compliance training**

Training Provider	Name of qualification or training	Date gained	Expiry date


**Other Professional Learning (CPD)** – Please give details (including dates) of subsequent training, project involvement or research carried out, including publications if applicable.

**Additional Information in support of your application** – Please read the job description and person specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary / community work, spare time activities, education and training.

***A CV will not be accepted in place of an application form but it can be supplied alongside this application form.***

**DISCLOSURE OF CRIMINAL CONVICTIONS**

The college is totally committed to the safeguarding and promotion of welfare of our students and staff. Safeguarding and safer recruitment checks will be made throughout all stages of the application, interview and selection processes. There will be pre-appointment vetting checks, regulated activity and recording information process carried out as part of our commitment to safer recruitment and KCSIE.

Applicants shortlisted and invited to interview for this post will be required to complete a Self Disclosure of Convictions form giving details of cautions and convictions, if any, for criminal offences.

The successful candidate may have any statement they provide checked with police records prior to their appointment being confirmed. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974.

Have you ever been barred from working with children and/or vulnerable adults?      Yes  No

It is an offence to apply for a role if you have been barred from engaging in regulated activity with children. You will have the opportunity to share relevant information at the interview stage

I declare that the information that I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in dismissal. We advise applicants that the data held on behalf of Harrison College in respect of employment may be used for cross-system & cross-council comparison purposes for the prevention & detection of fraud.

Signed		Date	
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Where an electronic signature is supplied, a physical signature is required at interview:

## PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

Please note - this page will be detached and is not part of the selection process

The information collected in this form is used for statistical purposes and will be recorded on a computer database. Access to this information will be security controlled and limited to staff within Harrison College. We follow all GDPR regulations.

<b>Surname/Family Name</b>		<b>Job Title:</b>	
<b>Forenames or Initials</b>		<b>Ref:</b>	

<b>Gender</b>	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Sexual Orientation</b>	
Bisexual	<input type="checkbox"/> (E404)
Gay Man	<input type="checkbox"/> (E403)
Gay Woman / Lesbian	<input type="checkbox"/> (E405)
Heterosexual	<input type="checkbox"/> (E402)
Prefer not to say	<input type="checkbox"/> (Refu)

<b>Age Band</b>	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>

<b>Ethnic Origin</b>	
White	
• British	<input type="checkbox"/> (E114)
• Irish	<input type="checkbox"/> (E115)
• White Other	<input type="checkbox"/> (E116)
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/> (E101)
• Indian	<input type="checkbox"/> (E102)
• Pakistani	<input type="checkbox"/> (E104)
• Any Other Asian	<input type="checkbox"/> (E103)
Black and Black British	
• African	<input type="checkbox"/> (E105)
• Caribbean	<input type="checkbox"/> (E106)
• Any Other Black	<input type="checkbox"/> (E107)
Mixed	
• White & Asian	<input type="checkbox"/> (E110)
• White & Black African	<input type="checkbox"/> (E111)
• White & Black Caribbean	<input type="checkbox"/> (E112)

55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not say	<input type="checkbox"/>

Where did you see or hear about the post advertised?	
<a href="http://www.jobsdoncaster.co.uk">www.jobsdoncaster.co.uk</a>	<input type="checkbox"/>
<a href="http://www.jobsgopublic.com">www.jobsgopublic.com</a>	<input type="checkbox"/>
Doncaster Council Intranet	<input type="checkbox"/>
Other Website	<input type="checkbox"/>
Doncaster News	<input type="checkbox"/>
Doncaster Free Press	<input type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
National Newspaper	<input type="checkbox"/>
Professional Magazine	<input type="checkbox"/>
LinkedIn / social media post	<input type="checkbox"/>
Doncaster Council Jobshop	<input type="checkbox"/>
Library / Customer Service Centre	<input type="checkbox"/>
Harrison College website	<input type="checkbox"/>
Any Other	<input type="checkbox"/>

• Any Other Mixed	<input type="checkbox"/> (E109)
Other	
• Chinese	<input type="checkbox"/> (E108)
• Any Other	<input type="checkbox"/> (E113)
• Prefer not say	<input type="checkbox"/> (Refu)

Religion / Belief	
Buddhist	<input type="checkbox"/> (E301)
Christian	<input type="checkbox"/> (E302)
Hindu	<input type="checkbox"/> (E303)
Jewish	<input type="checkbox"/> (E304)
Muslim	<input type="checkbox"/> (E305)
Sikh	<input type="checkbox"/> (E306)
Other	<input type="checkbox"/> (E307)
None	<input type="checkbox"/> (E308)
Prefer not to say	<input type="checkbox"/> (Refu)