

Please type or complete in black ink only

1. Post Details	
Application for the post of	
Application date	
Where did you first see or hear about this vacancy?	

2. Personal Details	
Title	
First Name	
Middle Name(s)	
Last Name	
House Name/Number	
Street	
Address Line 2	
Town/City	
County	
Postcode	
Home Telephone Number	
Work Phone Number	
Mobile Telephone Number	
Preferred Telephone Number	
Can we contact you at work?	
Email Address	
DfE Number (Teaching Posts Only)	
NI Number	
Date of Birth	

3. Education and Qualifications – please include all Secondary, Further and Higher Education

Name of School/College	Dates		Qualifications and Grades
	From	To	

4. Other Relevant Professional Qualifications or Training

Training Course Provider	Dates		Qualifications and Grades
	From	To	

5. About Your Present Employment

Date From	
Date To	
Employer's Name	
Address Line 1	
Address Line 2	
Town/City	
County	
Postcode	
Position	
Salary and Benefits	
Notice Period Required	
Duties	

6. Employment History – a continuous history must be provided with any gaps in employment accounted for , please continue on a separate sheet if necessary

Date From	
Date To	
Employer	
Position	
Responsibilities/Duties	
Salary	
Reason for Leaving	

Date From	
Date To	
Employer	
Position	
Responsibilities/Duties	
Salary	
Reason for Leaving	

Date From	
Date To	
Employer	
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Salary	
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Date From	
Date To	
Employer	
Position	
Responsibilities/Duties	
Salary	
Reason for Leaving	

7. Personal Statement

Please give any additional information which you consider may be useful in forming a judgement of your suitability for this post. If you are applying for a teaching post, please indicate any school/college activities, societies or youth activities in which you may be interested.

This is an important part of your application. You should make statements that demonstrate how your qualifications and experience match the criteria outline in the job description.

8. References

Please give the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer.

1	2
Name:	Name:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Position:	Position:
Relationship:	Relationship:
Telephone No:	Telephone No:
Email:	Email:
Contact prior to interview: Yes/No	Contact prior to interview: Yes/No

9. Are you related to any Trustee, Board Member or Governor or member of staff of Scarborough UTC? If so, please give brief details below. Please note that canvassing will lead to disqualification.

YES/NO

10. Protection of Children

As you are aware, applicants for teaching posts and other jobs with access to children under the provisions of DFE Circular 9/93 are required to disclose any details of criminal convictions and cautions. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. Any subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Record Bureau check.

Any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Yes/No

Included in any list of people barred from working with children by the DBS or the NCTL?

Yes/No

11. Driving Licence

Do you hold a full, clean driving licence valid in the UK?

YES/NO

12. DBS Update Service Registration Number

13. Restrictions on being resident or being employed in the UK?

14. Lived outside the UK for more than three months in the past five years?

15. Declaration

I confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

Signed:

Date:

16. Data Protection Act 1998

The information you submit will be processed by Scarborough UTC. Your data will be used for purposes of Scarborough UTC's Recruitment and Selection process. It will be used to monitor the effectiveness of the UTC's policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs, you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Organisations that handle or investigate the proper use of public funds – Law Enforcement Authorities.

Declaration

I consent to Scarborough UTC recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Scarborough UTC complying with its obligations under the Data Protection Act 1998".

Signed:

Date:

If you are submitting this form electronically, you will be required to sign a hard copy should you be selected for interview.

Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY will be a disqualification.

We are committed to ensuring that equality of opportunity is applied in our selection procedure. The monitoring form will be kept separate from your application and will only be used for the purposes of equal opportunities monitoring. Completing the form is voluntary.

Post applied for _____

Gender: Male Female

Ethnic Origin:

- | | | | |
|---------------------------------|--------------------------|----------------------------|--------------------------|
| 1. Black African | <input type="checkbox"/> | 6. Indian | <input type="checkbox"/> |
| 2. Black Caribbean | <input type="checkbox"/> | 7. Pakistani | <input type="checkbox"/> |
| 3. Black Other (please specify) | | 8. Bangladeshi | <input type="checkbox"/> |
| 4. White | <input type="checkbox"/> | 9. Chinese | <input type="checkbox"/> |
| 5. Irish | <input type="checkbox"/> | 10. Other (please specify) | |

Disability:

Do you consider yourself to have a disability? Yes No

FOR DISABLED CANDIDATES ONLY

To help us decide if a reasonable adjustment will be required, please answer the following questions, using a separate sheet of paper if necessary.

Does your impairment prevent you from meeting any of the working arrangements or duties of this post?
Yes No

If yes, you are still encouraged to apply, as we may be able to make some changes to accommodate a suitably qualified disabled candidate. Please let us know what you would have difficulty with and why.

If called for an interview does your impairment require us to make any particular arrangements?
Yes No

If yes, please describe.

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