

**Shipley College Application Form**

[**For assistance and tips on completing this form, please see this link.**](https://www.shipley.ac.uk/media/r3jnbisd/shipley-college-top-tips-for-applicants.pdf)

Please return this application form, along with the Equality Monitoring Form, in Word or pdf format by emailing [**jobs@shipley.ac.uk**](mailto:jobs@shipley.ac.uk)

Please follow the link on the recruitment pages of the website for the College Recruitment, Pre-employment check & DBS Policy and Rehabilitation of Offenders Policy. The College operates a Safer Recruitment process, whereby all roles are subject to satisfactory references, online screening and DBS checks.

**Please note**: you will only be shortlisted if you are able to demonstrate how you meet each of the essential criteria listed under the Person Specification, and put it under the ‘Supporting Statement’ area below. Your application form will **not** be considered if you do not demonstrate the essential qualifications, skills and experience.

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| Personal Details: | | | | |
| Post applied for: |  | | | |
| Full Name: |  | | Mr Mrs Ms Miss Mx  Other: | |
| Former names/surnames:  (If applicable) |  | | | |
| Address & Postcode: |  | | | |
| National Insurance No: |  | | | |
| Telephone: Home |  | Business/Daytime:  *(Only if we may contact you on this number)* | |  |
| Telephone: Mobile |  | E-mail address: | |  |

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| **General Information:** | |
| Are you related to an employee or member of College Corporation? | **Yes/No** (Please delete as applicable) |
| If yes, please provide details: |  |
| If appointed, when will you be able to commence duties? |  |
| Do you possess a current, full driving licence? | **Yes/No** (Please delete as applicable) |
| Do you have access to a vehicle? | **Yes/No** (Please delete as applicable) |

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| **References:**  The receipt of satisfactory references covering the last **3 years** as a minimum, is a condition of employment, and it is the recruiter’s view as to whether the references are deemed satisfactory. Please supply details of two or three people whom we can approach for a reference. Please note that:   * **One referee must be your current or most recent employer** * References from close relatives or people writing solely in the capacity of a friend will not be accepted. However, if you have gaps in your employment including the last 3 years, you would need to provide an additional third professional reference to cover off these gaps. * If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children. * We will ask all referees whether or not there is anything which points to your unsuitability to work with children * We may take up with you any issues that arise from the reference(s) * Current employees of this College need to supply only one referee: this must be their current line manager at the College. |

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| **Referee 1** | | |
| Full Name: |  | Company Name: |
| Salutation: | Mr Mrs Ms Miss Mx  Other: |
| Address: |
| Position Held: |  |
| \*Contact Email:  *\*(Professional email address)* |  |
| Contact Number: |  |
| May we contact prior to interview? | **Yes / No**  (Please delete as applicable) |
| **Referee 2** | | |
| Full Name: |  | Company Name: |
| Salutation: | Mr Mrs Ms Miss Mx  Other: |
| Address: |
| Position Held: |  |
| \*Contact Email:  *\*(Professional email address)* |  |
| Contact Number: |  |
| May we contact prior to interview? | **Yes / No**  (Please delete as applicable) |

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| **Referee 3 (If there are gaps of 30 days or longer in your last 3 years of employment)** | | |
| Full Name: |  | Company Name: |
| Salutation: | Mr Mrs Ms Miss Mx  Other: |
| Address: |
| Position Held: |  |
| \*Contact Email:  *\*(Professional email address)* |  |
| Contact Number: |  |
| May we contact prior to interview? | **Yes / No**  (Please delete as applicable) |

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| **Education:** | | | | | |
| **Qualifications gained up to age 16 (Secondary School)** | | | | | |
| Name and address of School/ Academy | Dates attended from (dd/mm/yy) | Dates attended to  (dd/mm/yy) | Qualifications Obtained/Course Title/Level | Grade(s) | Year Taken |
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| **Post-16 Education (School, Further Education etc)** | | | | | |
| Name and address of School/College | Dates attended from (dd/mm/yy) | Dates attended to  (dd/mm/yy) | Qualifications Obtained/Course Title/Level | Grade(s) | Year Taken |
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| **Higher Education and Professional Qualifications** | | | | | |
| Name and address of College, University, Institute etc | Dates attended from (dd/mm/yy) | Dates attended to (dd/mm/yy) | Qualifications Obtained/Course Title/Level | Grade(s) | Year Taken |
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| **Training:** Please list any training courses you have attended which are relevant to this post. | | |
| **Course** | **Organising Body** | **Date attended/completed** |
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| Teaching Qualifications: (Only to be completed when applying for an Academic Post) | | | |
| Are you a qualified  teacher? | **Yes/ No**  (Please delete as applicable) | If yes, where and when did you qualify? |  |
| Qualification type, awarding body and grade achieved. |  | | |
| DfES Number: *(if applicable)* |  | | |
| Registration No: | |  | |
| Will this be your first teaching post? | | **Yes/No** (Please delete as applicable) | |
| Specialist subjects offered: | |  | |

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| **Current or last employer:** | |
| Name and Full Address of employer: |  |
| Position Held: |  |
| Full Time or Part Time: |  |
| Basic Salary: |  |
| Date Commenced (dd/mm/yy) |  |
| Leaving Date (if applicable) (dd/mm/yy) |  |
| If left, reason for leaving: |  |
| If still employed, length of notice: |  |
| **Summary of Main Duties and Responsibilities:** | |

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| **Previous Employment/Experience** (*most recent first*):  A full explanation is required for any periods when not in employment, education or training. | | | | |
| Name and Address of Employer | Dates from (dd/mm/yy) | Dates to  (dd/mm/yy) | Summary of Role and Salary | Reason for leaving |
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| **Gaps in employment:**  Please detail any periods when not in employment, education or training in employment of 30 days or longer dating back to High School or equivalent. |
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Please address **each** of the **essential, highly desirable, and desirable criteria** in the Person Specification section of the job pack for this role and address each in the boxes below:

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| **Essential Criteria: Please note that your application will not be processed if you do not address, with examples, each of the essential criteria listed in the job pack.**  Please address **each** of the **essential criteria** listed under the Person Specification of the job providing examples to support your statements for your application to be considered for shortlisting. This will demonstrate how your qualifications, skills and experience support your application.  ***(Continue on a separate sheet if necessary)*** |
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| **Highly Desirable:** Please address **each** of the **highly desirable criteria** listed under the Person Specification of the job providing examples to support your statements for your application to be considered. This will demonstrate how your qualifications, skills and experience support your application. Highly desirable aspects of the Person Specification are scored the same as essential aspects of the Person Specification, so please take time to complete this section fully.  ***(Continue on a separate sheet if necessary)*** |
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| **Desirable:** Please show how you fulfil the Desirable aspects of the Person Specification referring to each point including examples. The more desirable aspects of the Person Specification you address with examples, the more points you are likely to score.  ***(Continue on a separate sheet if necessary)*** |
| ***Application tip. Safeguarding:*** *The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please demonstrate how you fulfil this criteria in the person specification as well as your commitment to safeguarding, equality diversity and inclusion, and the PREVENT agenda in this section with examples to show your understanding. This will be asked at the interview stage so it is advisable to research these areas.* |

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| Shipley College will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  **Declaration Statement:**   * I declare that the information given above and in any supporting documents is true and that nothing has been omitted that would affect this application. * I am not named on List 99, disqualified from working with children or vulnerable adults or subject to sections imposed by a regulatory body e.g. GTC and either have no convictions cautions or bind-overs. I understand that I will need to attach details of my record on the Shipley College Self-Disclosure Form should I be shortlisted for interview. I understand it is an offence to apply for a relevant post if barred from regulated activity. * I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to summary termination. * I agree that should I be successful in my application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of my employment. * I understand that employment offers for posts considered to be regulated activity are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment |
| |  |  |  |  | | --- | --- | --- | --- | | **Signed** |  | **Date:** |  | |

**Before submitting, please ensure you have also completed Part 2 of the application, the Equality Monitoring Form.**

[**Completing the Application Form**](https://www.shipley.ac.uk/media/r3jnbisd/shipley-college-top-tips-for-applicants.pdf)

All the information in this application form will be treated with the strictest confidence and in accordance with current data protection legislation and stored inline with GDPR and College data protection policy.

Please fully complete this form neatly and accurately in black ink or typewritten. **Incomplete applications will NOT be accepted.** If handwritten please make sure your writing is legible. You may attach extra sheets where necessary, but please put your name, the post you are applying for and the relevant question on the top of each extra sheet.

Supplying false information is an offence which could result in your application being rejected, or summary dismissal if you are selected, and possible referral to the police. Shipley College needs your specific written consent to hold and process the sensitive information requested on this form, and by signing this form you give your consent.

**Personal Details**: The aim of this section is to collect basic information such as name and email address. It is our practice to contact successful applicants by email where an email address is provided. Other personal information is requested on the Shipley College Equality Monitoring Form in order to allow the College’s Equality & Diversity Policy to operate efficiently. This form is separate to the application form and the Manager to whom you are applying will not see the details. However, should you be selected and appointed, a copy of both forms will be placed on your personnel file in line with retention processes.

**General Information:** In this section you are asked to supply two referees (who may be approached by the College should you be shortlisted for interview). Suitable referees are people who have had direct recent experience of your work and who are in a responsible position.

**Education:** The aim of this section is to collect details of your formal qualifications and training to be compared with the requirements outlined in the “Person Specification”. Please state the subjects associated with your qualifications in the three sections outlined, i.e. Education up to 16, Post 16 Education and Higher Education and Professional Qualifications.

**Teaching Qualifications:** The aim of this section is to collect details of your formal teaching qualifications to be compared with the requirements outlined in the “Person Specification”. You only need to complete this section if the post you are applying for involves teaching.

**Current or Last Employer:** The aim of this section is to collect some general information about your most recent employment and some details regarding main duties, responsibilities and experience gained, relevant to the “Person Specification”. Please also indicate any time spent in voluntary work, raising children, or any other experience you think would be valuable.

**Previous Employment/Experience:** The aim of this section is to provide you with an opportunity to include any experience gained, relevant to the “Person Specification” in previous employment or on a voluntary basis. When completing this section it is important that you offer a continuous record, again including times when, for example, you were in voluntary work, raising children etc., to allow a full account of your experience. Please list in reverse chronological order and give precise dates. For periods of part-time employment the fractional equivalent of full-time should be indicated.

**Gaps in Employment**: The aim of this section is to give further detail around any gaps in employment/experience for example, when you were in voluntary work, raising children etc.

**Supporting Statement:** This section is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the Person Specification and include examples wherever possible. Try to keep it concise. You can add extra information if necessary, particularly where this may help us to judge how you might perform the duties in the Job

Description.

**References:** This section is about giving us at least two references that cover a minimum of 3 years history of employment, with one being from a current or most recent employer. If you have gaps in your employment that are 30 days or more, then a third professional reference must be provided to satisfy recruitment checks.

**Equal Opportunities:** Shipley College strives, through the implementation of its Equality & Diversity Policy, to ensure that prospective employees are not discriminated against on grounds of ethnic or national origin, race, age, gender, marital status, sexual orientation, disability or religion. Applications are considered on merit.

**Safeguarding:** The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.