**Application for Employment at The Oaks Specialist College**

The Oaks Specialist College and its Board of Trustees are committed to safeguarding and promoting the welfare of our learners, and we expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check and, as part of the shortlisting process, The Oaks will conduct an online search on shortlisted candidates. This is in line with KCSIE guidance and forms part of our due diligence to share any pertinent information found concerning a candidate’s suitability to work with vulnerable young people with the Head of College.

Candidates are reminded that it is an offence to apply for a role in regulated activity if you are barred from engaging in such activity.

**The application form must be fully completed**. Any gaps may prevent your application from being shortlisted.

|  |  |
| --- | --- |
| Post applied for |  |
| Do you wish to be considered for part time hours? |  |
| Where did you see this position advertised? |  |
| **Personal Details** | Title |  |
| Surname |  | Forenames |  |
| Home address, including post code |  |
| Mobile number |  | Home number |  |
| E-mail address |  |

For academic positions only: **Teachers reference number (TRN) or DfES number**

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**Employment History**

If this is your first job since leaving education, you may like to give details of any holiday, weekend or evening job, work experience or volunteer placements.

**Present/Most Recent Employment**

Please give details of your current/most recent employment.

|  |  |
| --- | --- |
| Job title |  |
| Name of employer |  |
| Address of employer |  |
| Start dateMM/YY |  | End dateMM/YY |  |
| Notice required |  |  |  |
| Salary and benefits |  | Is this pro-rata? |  Yes/No |
| Reason for Leaving |
|  |
| Please write a brief description of your current duties/responsibilities including who you report to and, if appropriate, who reports to you. |
|  |

**Previous Employment**

Please start with the most recent first. **Please explain any gaps in your career history.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of employment | Job title and brief description of duties | Name and address of employer and type of business | Reason for leaving |
| Start dateMM/YY | End dateMM/YY |
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Please continue on a separate sheet if necessary.

**Education and Training**

 **Further/Higher Education**

|  |  |  |
| --- | --- | --- |
| Name and address of College/University | Subject and qualification obtained | Date  |
|  |  |  |

 **Secondary Education**

|  |  |  |
| --- | --- | --- |
| Name and address of establishment | Examinations taken and grades | Date  |
|  |  |  |

|  |  |
| --- | --- |
| Professionalqualifications and membership of professional institutes | Date |
|  |  |

|  |  |
| --- | --- |
| **Other training and development** (Including courses, seminars, training sessions, professional development, etc.)**Public duties** (including JP, Local Councilor, School Governor) | Date |
|  |  |

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| **Personal qualities and interests** |
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**Do you hold a current driving licence?**

(Only required for posts where it is specified in the job description)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provisional |  | Full |  | LGV |  | PSV |  | No  |  |

**Reason for Application - Supporting Statement**

Please state why you are applying for this role. Outline the skills and experience you have gained which would enable you to meet each selection criteria from the personal specification for the post. Also state any particular achievements which you consider relevant to this post. Please continue on a separate sheet if necessary.

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**References**

Please give names, addresses and contact details of two people. Email addresses need to be professional relating to where you previously worked **(personal email addresses will not be accepted).** **One of the references must be your present or most recent employer.**

References will be taken up before interview, but this will not be your current/most recent employer unless you give consent.

|  |  |
| --- | --- |
| **Present/Most recent employer** | **Second reference** |
| Contact name |  | Contact name |  |
| Position |  | Position |  |
| Company |  | Company |  |
| Address |  | Address |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |
| Relationship to you |  | Relationship to you |  |
| May we contact this person prior to interview? |
| Yes |  | No |  | Yes  |  | No |  |

**Asylum and Immigration Act 1996**

Under section 15 of the Immigration, Asylum and Nationality Act 2006, employers may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question. Employers have a duty to prevent illegal working in the UK by carrying out prescribed document checks on people before employing them to ensure they are lawfully allowed to work.

**Are you eligible to work in the UK?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If appointed, you will be required to produce documentary evidence. For the latest guidelines please check <https://www.gov.uk/legal-right-work-uk>. This action is taken in compliance with the requirements of the law and is in no way intended to be discriminatory or to prevent those who require a work permit from securing employment.

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| **Data Protection Act 1998/General Data Protection Regulation** |
| Under the Data Protection Act 1998 the College is obliged to inform you that the data you have provided may be processed and used on a confidential basis for monitoring purposes in the College office. Your signature below will be deemed to show that you consent to the College office processing your personal data for specific purposes that may arise.  |

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| **Your Declaration** |
| I certify that, to the best of my knowledge, the contents of this application form are a true and accurate record. I understand that deliberate omission or falsification would result in disciplinary proceedings and possible dismissal. |

|  |  |
| --- | --- |
| Signature |  |
| Print name |  | Date |  |

|  |
| --- |
| **Declaration – TO BE SIGNED AT INTERVIEW** |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:a) references which are satisfactory to the College b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurated) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with young people or adults and I have not been cautioned or sanctioned in this regard.Signed: Print name: Date:  |

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| **If shortlisted, you will be asked to sign the declaration prior to interview.** **PLEASE DO NOT SIGN THIS UNLESS YOU ARE INVITED FOR INTERVIEW.** |
|  |
| **Rehabilitation of Offenders Act 1974** |
| This post is exempt from the Rehabilitation of Offenders Act 1974 – the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with vulnerable young people, it is a criminal offence to apply for this post if you are included on the barred list held by the DBS. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F635719%2FList_of_offences_that_will_not_be_filtered_1.docx&wdOrigin=BROWSELINK).Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the interview. You may be asked for further information about your criminal history during the interview.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |
| **Self-Disclosure Declaration**  |
| I understand that I am required to provide details of all unspent convictions, and those that would not be filtered prior to the interview. I understand that any information I provide will be checked against from the Disclosure and Barring Service before any appointment is confirmed. Signed: Print name: Date:  |

**Equal Opportunities Monitoring Form**

The Oaks College is an equal opportunities employer and aims to ensure that no job applicant receives less favourable treatment on the grounds of their gender, marital status, age, disability, race, religion or sexual orientation. Candidates will be selected on merit; any information given on this form will be treated in the strictest confidence and will not be used as part of the selection process. In order to monitor the effectiveness of our equal opportunities policy and practice, the College requests that all applicants complete this form. In accordance with the Data Protection Act 1988/General Data Protection Regulations, the information you have provided will only be used for the purposes of equality monitoring. The monitoring form will be separated from your application form on receipt and will be retained in a secure location for 6 months.

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| --- | --- | --- | --- |
| **Name**: |  | **Post Applied For**: |  |

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| --- |
| **Sex** |
| Male | [ ]  | Female | [ ]  | Prefer not to say | [ ]  |
| Is your gender identity the same as the gender you were assigned at birth? |
| Yes | [ ]  | No | [ ]  | Prefer not to say | [ ]  |
| **Date of Birth** (dd/mm/yyyy) |  |
| Prefer not to say | [ ]  |
| **Marital Status** |
| Single | [ ]  | Civil Partnership | [ ]  | Separated | [ ]  |
|  |
| Married | [ ]  | Divorced | [ ]  | Widowed | [ ]  |
|  |
| Prefer not to say | [ ]  |  |
| **Disability** |
| Do you consider yourself to be disabled? | Yes | [ ]  | No | [ ]  | Prefer not to say  | [ ]  |
|  |
| If yes, please indicate below which category your disability falls within: |
| Dyslexia | [ ]  | Blind/visually impaired | [ ]  |
|  |
| Deaf/hearing impaired | [ ]  | Wheelchair user/other mobility difficulties | [ ]  |
|  |
| Require personal care support | [ ]  | Mental health disability | [ ]  |
|  |
| Unseen disability e.g. diabetes, epilepsy, asthma | [ ]  | Multiple disabilities | [ ]  |
|  |
| Other disability (please specify) |       | Prefer not to say | [ ]  |
| Please indicate if you require adjustments or assistance to enable you to attend an interview (please note that this information may have to be disclosed to the recruiting manager after shortlisting in order to ensure that the adjustments required are facilitated where possible.) |

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| Sexual Orientation  |
| Bisexual | [ ]  | Heterosexual | [ ]  | Homosexual | [ ]  |
|  |
| Other (please specify) | [ ]  | Prefer not to say | [ ]  |  |
| **Race** |
| **White or White British** |
| English | [ ]  | Scottish | [ ]  | Welsh | [ ]  |
|  |
| Irish | [ ]  | Gypsy Irish Traveller | [ ]  | Other (please specify) | [ ]  |
|  |
| **Dual Heritage** |
| Black & White Caribbean  | [ ]  | Black and White African | [ ]  | White and Asian | [ ]  |
|  |
| Other (please specify)  | [ ]  |  |
|  |
| **Asian or Asian British** |
| Indian | [ ]  | Pakistani | [ ]  | Bangladeshi | [ ]  |
|  |
| Other (please specify) | [ ]  |  |
|  |  |  |
| **Black or Black British** |
| Caribbean  | [ ]  | African | [ ]  | Other (please specify) | [ ]  |
|  |
| **Chinese or other ethnic group** |
| Chinese | [ ]  | Other (please specify) | [ ]  |  |
|  |  |  |  |  |
| Prefer not to say  | [ ]  |  |  |  |
| **Religion** |
|  |
| Buddhist | [ ]  | Christian | [ ]  | Hindu | [ ]  |
|  |
| Jewish | [ ]  | Muslim | [ ]  | Sikh | [ ]  |
|  |
| Athiest/None | [ ]  | Other (please specify) | [ ]  | Prefer not to say | [ ]  |

**Thank you for completing this form. Please submit to** **HR@theoaks.ac.uk**