



OLDHAM SIXTH FORM COLLEGE APPLICATION FORM

You are invited to attach a statement in support of your application, outlining how you meet the criteria in the person specification and your suitability for the post.

This form together with any supporting information should be returned in accordance with the instructions in the advertisement.



INVESTORS
IN PEOPLE



POST APPLIED FOR: PRINCIPAL

REF: 01/2010

SURNAME (Block Letters)		FORENAME(S) (Block Letters)	
PREVIOUS SURNAME (If applicable)		DCSF No.	
N.I. Number		Home Tel. No.	
IFL/GTC Membership Number		Mobile Tel. No.	
Email Address			
Address (inc. postcode)			
Do you consider yourself to have a disability? <i>Candidates with a disability who meet the essential criteria will be guaranteed an interview.</i>		Yes / No <i>(Delete as appropriate)</i> <i>If yes please provide details</i>	

Present Post (where appropriate)	Name and Address of current employer	
	Tel. No.	
	Title of Post	
	Full time or Part time	
	Date of appointment	
	Current Annual Salary	
	Notice period	

Secondary Education	Subject	Qualification Awarded	Where studied	Grade	Year	

Further Education	Subject	Qualification Awarded	Where studied	Grade	Year

We will require copies of your certificates for your professional qualifications.

	Higher Education	
	First Degree	Further Degree(s)
Name of HE Institution		
Dates of Entry/ Leaving		
Date Qualification Awarded		
Hons/Pass and Class		
Main Subjects		
Subsidiary Subjects (if app.)		

Teaching and other Qualifications			
Examining Body / Institution	Qualification Awarded	Grade/Level Awarded	Date Awarded

Teaching Experience

In chronological order, starting with most recent appointment (not including present post), please provide an explanation for any gaps in employment.

Name and Type of School/College	Title of Post	Reason for Leaving	Scale	FT or PT	From / To (Dates e.g. month, year)	

Other Occupational Experience

Details of all occupations, including voluntary work, not recorded elsewhere on this form (excluding vacation work when attending full time education). Please provide details and reasons for any gaps in employment.

Name and address of employer / Voluntary Organisation	Details of Occupation	Reason for Leaving	FT or PT	From-Month Year	To - Month Year

Referees

The particulars of two persons with relevant knowledge of your professional competence and from whom references may be sought should be given below. One of the referees must be your current (or most recent) employer. If your most recent employment does not involve working with children aged up to 18 years, but if you have ever worked with children, your second referee should be the most recent employer who can provide information on your work with children.

Name/Designation/Address	Tel. No.	Fax. No.	e-mail address
1.			
2.			

We would normally take up references for applicants invited for interviews. We only do this if you are in agreement. **PLEASE TICK THE BOX IF YOU DO NOT WANT YOUR REFEREES APPROACHED AT THIS STAGE.** (Please refer to note 3 on attached 'Additional Information Sheet')

First Referee

Second Referee

Attendance Record

Please state the number of days' absence from work during the last 24 months of employment or unpaid work and any further details you wish to provide.	
Details:	

Immigration, Asylum and Nationality Act 2006

Do you have the right to take up employment in the UK, either as a UK National, or because you hold a valid work permit? (This will be checked at the interview stage)	Yes / No
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Training Record

Please list relevant in-service courses

Title/Brief Summary of Training	Dates

STATEMENT ON CHILD PROTECTION

Oldham Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, Governors and volunteers to share this commitment. The post for which you are applying will be subject to a full Criminal Records Bureau Disclosure and any offer of employment will be subject to verification of an individual's criminal record.

DATA PROTECTION INFORMATION

Completed application forms and supplementary information provided by you in support of your application will be retained by the Personnel Department in a secure place for a period of 6 months, after which time the information will be destroyed. Details of short-listed applicants (application form and supplementary information provided in support of an application, references, interviewer/task notes) will be held for a further 6 months, after which time the information will be destroyed, excepting for persons who subsequently take up employment with the College.

RECRUITMENT MEDIA

Please assist us in our recruitment by stating where you saw this job vacancy advertised – the TES or College website.

POLICY ON THE EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD

You are advised that the post for which you are applying will be subject to a full Criminal Records Bureau Disclosure and any offer of employment will be subject to verification of an individual's criminal record and other Disclosure information, being satisfactory to the Chair of Governors. The College will assess the relevance of any criminal record and having 'spent' or 'unspent' convictions will not necessarily bar an individual from employment. This will depend upon the relevance and circumstances relating to the offence/information. Any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure application forms will be held for a period of 6 months after receipt from the CRB and will be destroyed thereafter.

REHABILITATION OF OFFENDERS ACT 1974

The nature of the work at OSFC means that applicants are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, any failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.

The information on the form will be considered and, if you have declared any previous criminal convictions, cautions or reprimands, these may be discussed with you prior to a decision being taken on your appointment.

DECLARATION

(Please tick appropriate boxes)

Have you ever been convicted of any offence in a Court of Law or received any bind-overs or cautions from the police? YES NO

Have you ever been included on the DCSF List 99? YES NO

Have you ever been disqualified from working with children? YES NO

Have you ever been or are you currently subject to sanctions imposed by a regulatory body e.g. The General Teaching Council/Institute for Learning? YES NO

If you have answered **yes** to any of the above questions, please give brief details and dates of any offences overleaf (or if insufficient space continue on the reverse side of this form)

Details:-

DECLARATION

1. The above constitutes a serious application for the advertised post.

To the best of my knowledge the information supplied is complete and correct and I understand that my Application will be disqualified, or, if already appointed, disciplinary action considered, if I have knowingly given false information. I am also aware that any employment offered is subject to College Corporation regulations.

2. If appointed, I am not aware of any legal impediment which would disqualify me.
3. I realise the Corporation reserves the right to seek verification of the information provided.

Canvassing, directly or indirectly, shall lead to the disqualification of the applicant.

I certify that the information contained in this form is a correct record and understand that falsification of any details would lead to my application/appointment being disqualified. I give my permission to any information contained herein, together with supplementary documentation provided by me as part of my application, being processed in accordance with data protection regulations in force.

You are requested to attach a statement in support of your application, outlining how you meet the criteria in the person specification and your suitability for the post

Signature: _____ Date: _____

Completed form to be returned to:

**The Clerk to the Corporation
Oldham Sixth Form College
Union Street West
Oldham
OL8 1XU
Fax: 0161 650 1109**

EQUALITY ASSURANCE MONITORING

POLICY STATEMENT

Oldham Sixth Form College is an equal opportunities employer and aims to promote and maintain equality of opportunity and freedom from discrimination and harassment on grounds of ethnicity, religion, culture, national origin, gender (including marital status and family commitment.) age, sexuality, disability and social background. The College has an Equal Opportunities Policy which every existing and future employee must uphold.

The completion of this Equality Assurance Monitoring Section is entirely optional. We do however ask that you support us, in respect of the monitoring of equality assurance in connection with our recruitment and selection procedures, by the completion and return of this form. The information in this section will be treated in the strictest confidence and will only be used in accordance with Data Protection principles. The results will be used to produce statistics about recruitment, and selection and equality assurance. This form is not used as part of the selection process.

Oldham Sixth Form College will consult with short-listed candidates who have a disability in order that wherever possible appropriate adjustments can be made which will provide support to applicants throughout the selection process.

POST APPLIED FOR:
DATE OF BIRTH:

Please ✓ as appropriate

GENDER			
MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	NOT DECLARED <input type="checkbox"/>	
ETHNICITY			
Asian or Asian British - Bangladeshi		Mixed – White and Asian	
Asian or Asian British - Indian		Mixed – White and Black African	
Asian or Asian British - Pakistani		Mixed – White and Black Caribbean	
Asian or Asian British - Other		Mixed – Any other Mixed background	
Black or Black British - African		White - British	
Black or Black British - Caribbean		White - Irish	
Black or Black British - Any other black background		White – any other white background	
Chinese		Any other	
		Not Declared	
DISABILITY			
DO YOU HAVE A DISABILITY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT DECLARED <input type="checkbox"/>
If yes please give details			