



Abbey Gate College

Support Staff Application Form

The College is legally required to carry out a number of pre-appointment checks, as detailed in the College's Safer Recruitment Policy. The information requested on this form is required to enable the College to comply with those legal obligations, should your application be successful.

Position applied for

How did you hear about the vacancy

Section One: Applicant's details

| | | | |
|--|----------|---|--|
| Title (Dr / Mr / Mrs / Miss / Ms / other) | | Full name (including any middle names) | |
| Previous / other names | | Legal name (if different from above) | |
| Home address | | | |
| Mobile telephone number | | Home telephone number | |
| Personal email address | | | |
| National Insurance number | | | |
| Applying as a job sharer? | YES / NO | | |
| Are you eligible for employment in the UK? | | | |
| All posts are conditional on the successful applicant having the right to work in the UK. You will be required to provide proof of your right to work in the UK if you are successful at interview. | | | |
| Do you know anyone at the College? If so, please confirm their name and their relationship to you | | | |
| Have you read the College's Safeguarding policy, available at: www.abbeygatecollege.co.uk? | YES / NO | | |

Abbey Gate College

Saighton Grange, Saughton, Chester CH3 6EN

T: 01244 332 077

E: admin@abbeygatecollege.co.uk

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Section Two: Education and qualifications

Higher education

| Establishment (name & location) | Dates of attendance (MM/YY) | Qualification name / subject / awarding Body | Grade(s) achieved | Date awarded |
|------------------------------------|-----------------------------------|---|----------------------|-----------------|
| | | | | |
| | | | | |

Further Education

| Establishment (name & location) | Dates of attendance (MM/YY) | Qualification name / subject / awarding body | Grade(s) achieved | Date awarded |
|------------------------------------|-----------------------------------|---|----------------------|-----------------|
| | | | | |
| | | | | |

Secondary Education

| Establishment (name & location) | Dates of attendance (MM/YY) | Qualification name / subject / awarding body | Grade(s) achieved | Date awarded |
|------------------------------------|-----------------------------------|---|----------------------|-----------------|
| | | | | |
| | | | | |

N.B. You will be required to produce relevant evidence of your qualifications.

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Section Three: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

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Section Four: Employment

Current / most recent employer

| | | | |
|---|----------|---|--|
| Employer's name | | | |
| Address | | | |
| Current / most recent job title | | | |
| Employment start date (DD/MM/YY) | | Employment end date (if applicable) (DD/MM/YY) | |
| Current salary / salary on leaving | | Grade | |
| Do you / did you receive and employee benefits? | YES / NO | | |
| If so, please provide details of these | | | |
| Permanent / temporary / fixed term | | Part time / full time | |
| Reason for seeking other employment | | | |
| Please state when you would be available to take up employment, if successful | | | |

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Section Five: Previous employment (most recent employer first) and / or activities since leaving education (Please continue on a separate sheet, if necessary)

| Employer's name and location | Post held and / or duties | Dates | | Reason for leaving |
|------------------------------|---------------------------|-----------------|---------------|--------------------|
| | | From (DD/MM/YY) | To (DD/MM/YY) | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section Six: Gaps in your employment

If there are any gaps in your employment history, e.g. periods spent raising a family or taking a sabbatical, please provide details and dates.

Section Seven: Interests / additional skills

Please give details of your interests, hobbies or skills, in particular, any which could be of benefit to the College for the purpose of enriching its co-curricular activities.

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Section Eight: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs, or similar environments, which demonstrate your ability and aptitude to undertake the duties of the post.

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Section Nine: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

The College intends to take up references on all shortlisted candidates before interview. The College reserves the right to take up references from any previous employer. If the College receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas, the College may take up references from your overseas employers.

The College may also telephone your referees in order to verify the reference they have provided.

| Referee One: Current / most recent employer | Referee Two: Previous employer / other |
|---|---|
| Referee's name: | Referee's name: |
| Position: | Position: |
| Organisation's name: | Organisation's name: |
| Organisation's address: | Organisation's address: |
| Referee's email address: | Referee's email address: |
| Contact telephone number: | Contact telephone number: |
| Relationship to applicant: | Relationship to applicant: |
| May we contact this referee prior to interview? YES / NO | May we contact this referee prior to interview? YES / NO |

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Section Ten: Recruitment

It is the College's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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.

A copy of the College's Safer Recruitment Policy and Safeguarding Policy is available for download from the college's website. Please take the time to read them.

If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed 12 months after the date on which you are notified of the outcome. Please refer to the College's Retention of Records Policy within the Privacy Notice for Employment for further details on how such information is retained by the College.

How we use your information

Information on how the College uses personal data is set out in the College's Privacy Notices, which can be found at www.abbeygatecollege.co.uk

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Section Eleven: Criminal record

The College takes its safeguarding obligations seriously. A copy of a copy of our child protection policy and practices and policy on employment of ex-offenders can be found on our website.

Any offer of employment is conditional upon the College receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the College considers to be satisfactory. The College applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the College which amount to regulated activity.

It is unlawful for the College to employ anyone who is barred from working with children.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

If you are successful in your application, you will be required to have an enhanced DBS check carried out. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared if you are shortlisted. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that, when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the College's objective assessment procedure set out in the College's recruitment, selection and disclosure policy and procedure.

If you are successful at application stage, and are shortlisted, you will be asked to complete a criminal record self-declaration form prior to interview. Any convictions declared will be discussed at interview.

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Section Thirteen: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

Name: _____

Signed: _____

Dated: _____

Where this form is submitted electronically and without signature, electronic receipt of this form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

Please return your completed form, via email, to HR@abbeygatecollege.co.uk

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Appendix One - Childcare Disqualification Requirement.

In addition to the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 updated 2018 (the Regulations), it is an offence for the College to employ anyone in connection with our Early Years provision for education or childcare, or Later Years (children up to aged 8) provision for childcare who is disqualified.

It is a criminal offence for a disqualified person to provide Early or Later Years' provisions as described above, or to be directly concerned in its management.

The criteria for which a person will be disqualified from working in connection with Early or Later Years' provision are set out in the Regulations.

They include:

- being barred from working with children (by inclusion on the Children's Barred List);
- having been cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care; or
- having been convicted or cautioned for any offence involving the death or injury to a child.

A person who discloses information which appears to disqualify them from working in Early or Later Years provision may apply to Ofsted for a waiver of the disqualification. However, the College cannot appoint any person who is currently disqualified.

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