



**Ellesmere College, Ellesmere, Shropshire SY12 9AB**

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**[www.ellesmere.com](http://www.ellesmere.com)**

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## Application Form for Non-Teaching Posts

Ellesmere College is a member of the Woodard Corporation.

Registered Charity: Number 1103049.

Ellesmere College Ltd is a company, registered in England. Number 5066406

# Application Form

|                              |
|------------------------------|
| <b>Position applied for:</b> |
|------------------------------|

| Section 1 – Personal details                                       |  |  |
|--|--|--|
| Title:   | Forename(s):   | Surname:   |
| Address:   |  | National Insurance number:   |
| Postcode:  |  | Do you need a work permit to work in the UK?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  |  | Date of birth*:  |
| Telephone number(s)<br>Home:<br>Work:<br>Mobile:<br>Email address: | Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer or Governor of Ellesmere College?<br><br>If so, please provide details. |  |

| Section 2 – Education and Qualifications                |                     |                |                        |
|---|---------------------|----------------|------------------------|
| Please list all from GCSE or equivalent to most recent. |                     |                |                        |
| Name of school / college                                | Dates of attendance | Qualifications |                        |
|   |                     | Subject/s      | Grade / Level achieved |
|   | From:<br>To:        |                |                        |
|   | From:<br>To:        |                |                        |
|   | From:<br>To:        |                |                        |

\* Date of birth is required to ensure correct identification of candidate for safeguarding purposes.

*(Please continue on a separate sheet if necessary)*

### Section 3 – Other qualifications, skills or training

Please provide details of any 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.

*(Please continue on a separate sheet if necessary)*

### Section 4 – Employment

|  |   |  |  |
|--|---|--|--|
| Current/most recent employer:  | Current/most recent employer's address: |  |  |
| Current/most recent job title:   |   | Date started:                          |  |
| Brief description of responsibilities:                                     |   | Date employment ended (if applicable): |  |
| Current salary/salary on leaving:  |   |  |  |
| Reason for seeking other employment:                                       |   |  |  |
| Please state when you would be available to take up employment if offered: |   |  |  |

### Section 5 – Previous employment and/or activities since leaving secondary education

*(Please continue on a separate sheet if necessary)*

| Dates | Name and address of employer | Position held and/or duties | Reason for leaving |
|-------|------------------------------|-----------------------------|--------------------|
| From: |                              |                             |                    |
| To:   |                              |                             |                    |
| From: |                              |                             |                    |
| To:   |                              |                             |                    |
| From: |                              |                             |                    |
| To:   |                              |                             |                    |

**Section 6 – Gaps in your employment**

If there are any gaps in your employment history, eg looking after children, sabbatical year etc, please give details and dates.

*(Please continue on a separate sheet if necessary)*

**Section 7 – Interests**

Please give details of any interests or hobbies or skills.

**Section 8 – 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. Continue on a separate sheet if necessary.

*(Please continue on a separate sheet if necessary)*

## Section 9 – Criminal records

If you are successful in your application you will be required to complete a Disclosure and Barring Service (DBS) Form. An offer of employment is conditional upon the College receiving an Enhanced Disclosure from the DBS which the College considers to be satisfactory. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the College on request).

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 they are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 (amended in 2013). 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 Recruitment of Ex-Offenders Policy (a copy of which is available from the College on request).

Have you been convicted by the courts of any criminal offence? Yes  No

Is there any relevant court action pending against you? Yes  No

Have you ever received a caution, reprimand or final warning from the police? Yes  No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

## Section 10 – 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. Neither referee should be a relative or someone known to you solely as a friend.

| Referee 1         | Referee 2         |
|-------------------|-------------------|
| Name:             | Name:             |
| Organisation:     | Organisation:     |
| Address:          | Address:          |
| Postcode:         | Postcode:         |
| Occupation:       | Occupation:       |
| Telephone number: | Telephone number: |
| Email:            | Email:            |

## Section 11 – 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 posts within the School 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 our Child Protection policy and Safe Recruitment policy are available on request or from <http://www.ellesmere.com/other/downloads/employment-opportunities/>. Please explain any gaps in your post -16 education and employment records fully, as this forms part of our Safeguarding Children procedures.

Shortlisted candidates will be interviewed and references will generally be requested prior to interview.

An online search may be carried out on shortlisted candidates.

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 within six months.

## Section 12 – Declaration

- This is a legally binding document: I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the DBS Children's Barred List, or the DBS Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- 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.
- I consent to Ellesmere College processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the College making direct contact with the people specified as my referees to verify the reference.

Signature

Date

Any successful applicants who apply for employment by email will be required to sign and date this form

***Please note: This application form must be fully completed, including the employment history section, and submitted along with any supporting documents. It is not acceptable to use "Refer to CV".***