

This application form will be used for the purposes of progressing applicants through the assessment and selection process. Please complete the form as fully as possible. When applying for this role, please do not duplicate effort by submitting a CV.

UTC Oxfordshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share and promote our commitment.

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| --- |
| **Post applying for:** (Please clearly state the role that you are applying for and the vacancy number (if applicable). Your application will not be processed if this information is missing).  |
| **Surname:**  | **First name(s)**  |
| **Address:**  |
| Telephone | ***Daytime:*** | ***Evening:*** | ***Mobile:*** |
| **Email address (essential) :** |
| Present employment / occupation |
| Post title:  | Salary: Other remuneration / benefits: |
| Name of organisation:  |
| Address of organisation:  |
| Date appointed to current post:  | Date appointed to organisation:  |
| **Size of budget for which you are entirely responsible:** (if applicable) | Overall budget of organisation referred to above: (if applicable) |

|  |
| --- |
| **PLEASE COMPLETE THE FOLLOWING SECTIONS CAREFULLY. The decision to invite you for interview will be based on the information you provide on this form and how closely you meet the specified criteria.** |
| Are you related to **an employee** (or a member of the Group Board) of UTC Oxfordshire?If “yes” **who is the employee** or member of the Group Board and what is the relationship to you? (*failure to disclose such a relationship will lead to disqualification, as will any canvassing in connection with this appointment).* | Yes | No |
|  |

|  |
| --- |
| **Previous employment summary** *(most recent first)* |
| Employer | Post title | **Dates** (from – to) | Reason for leaving |
|  |  |  |  |
| Current notice period required |  |

|  |
| --- |
| Education and training |
| Institution  | Qualifications achieved  | Date awarded |
|  |  |  |
| Relevant professional development activities / courses attended in the last three years |
| Course title / activity | Date achieved | **Duration** | Provider |
|  |  |  |  |

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| --- |
| **Motivations, responsibilities and key achievements** |
| **What attracted you to this post and to working at UTC Oxfordshire?** |
|  |
| **Please state here (briefly) your current roles and responsibilities.** |
|  |
| You may wish to attach any documents which you feel are relevant and support your application. |

|  |
| --- |
| **Please highlight your 3 key personal achievements at work within the last two years.** |
|  |
| **Personal statement.****In no more than 500 words, tell us why you consider yourself to be the ideal candidate for this post. Please make reference to the Person Specification.** |
|  |

**Additional information**

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes/No |
| Do you have regular use of a vehicle and are youprepared to use this if required for work purposes?  | Yes/No |
| National Insurance Number |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**References**

Please provide two **employer** references (one of which should be your present or most recent employer).

Confirmation of your appointment with us will depend upon these references being satisfactory. If you were known to either of your referees by another name please give details.

*If you are currently working or have previously worked with children, young people or vulnerable adults, either on a paid or voluntary basis, your current and/or previous employer will be asked about any disciplinary offences relating to children (including any of which the penalty is time expired) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.*

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Position |  |
| Address |  |
|  |
| Email |  |
| Telephone |  |

May we obtain a reference prior to interview? Yes/No

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Position |  |
| Address |  |
|  |
| Email |  |
| Telephone |  |

May we obtain a reference prior to interview? Yes/No

**Declaration**

I understand that any offer of employment will be subject to a number of checks, including:

* Documentary evidence being produced to substantiate the details given on the application form.
* Satisfactory Disclosure from the Criminal Records Bureau (although a conviction may not automatically prevent you receiving an offer of employment).

Under the Data Protection Act 1998, we need your written consent to hold and process information in relation to your application and any subsequent employment for various administrative, academic and Health & Safety reasons, and by signing below you give that consent. Without this consent, we regret that we will be unable to continue to process your application.

The information on this form is correct and complete to the best of my knowledge and belief.

**Signature:………………………………………..** **Date:………………………….**

**Disclosure of criminal convictions**

UTC Oxfordshire aims to promote equality of opportunity for all with the right mix of talent, skills and potential. A criminal record will not necessarily bar you from employment with UTC Oxfordshire. This will depend on the nature, circumstances and background of your offences and the particular position for which you are applying.

UTC Oxfordshire meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. All applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of spent and unspent cautions, reprimands or final warnings, as well as convictions.

Have you at any time received, or have pending, a caution, conviction, reprimand or warning (either spent or unspent)?

 **Yes/No**

If 'yes' please give details here

I understand that the work I have applied for will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. I am aware that all convictions must be disclosed. I give my consent for the information to be share with Human Resources.

I confirm that I am **not** on the Barred List, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council and either have no convictions, cautions or bind overs.

**Signature:………………………………………..** **Date:………………………….**

**Full name:…………………………………………………………………………**

**Asylum and Immigration Act 1996**

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be asked to provide the appropriate documentation.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

**Signature:………………………………………….** **Date:………………………….**

Thank you for completing this application form**.** If you have any queries, please do not hesitate to contact us - Alice.Biddiscombe@utcoxfordshire.org.uk

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**Confidential**

**Equal opportunities questionnaire**

Information provided in this section will be confidential to the HR department. It will be used only for the purpose of statistical monitoring and for compiling the personnel record of the successful candidate in support of UTC Oxfordshires equal opportunities policy.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Date of birth |  |

**Disability**

|  |
| --- |
| Are you disabled or do you have any conditions that may require adjustments to your work or working environment?**YES □ NO □ Prefer not to say □** |
| If yes, please outline your disability.  |
| Please indicate any requirements that are to be considered.  |

UTC Oxfordshire has a responsibility in law to make reasonable adjustments in particular cases.

**Ethnic origin**

|  |  |  |  |
| --- | --- | --- | --- |
| White – British |  | Asian or Asian British – Bangladeshi |  |
| White – Irish |  | Chinese |  |
| Other – White background (please specify)\* |  | Other Asian background (please specify)\* |  |
| Black or Black British – Caribbean |  | Mixed – White and Black Caribbean |  |
| Black or Black British – African |  | Mixed – White and Black African |  |
| Other Black background (please specify)\* |  | Mixed – White and Asian |  |
| Asian or Asian British – Indian |  | Other mixed background (please specify)\* |  |
| Asian or Asian British – Pakistani |  | Other ethnic background (please specify)\* |  |
| Any other Mixed background |  | Declined to Specify |  |
| Gypsy or Irish Traveller |  |  |  |
| \*Other (please specify) |

**Nationality**

|  |  |
| --- | --- |
| Nationality *(please state)* |  |

**Religious belief**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agnostic |  | Atheist |  | Buddhist – Hinayana |  |
| Buddhist – Mahayana |  | Christian – Orthodox |  | Christian – Protestant |  |
| Christian – Roman Catholic |  | Confucianism |  | Hinduism |  |
| Islam – Shiite |  | Islam – Sunni |  | Judaism – Hassidic |  |
| Judaism – Orthodox |  | Judaism – Reformed |  | Taoism |  |
| Sikhism |  | Shintoism |  | Other |  |
| Not Specified |  |  |  |  |  |

**Gender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Transgender |  |

**Sexuality**

|  |  |
| --- | --- |
| Heterosexual  |  |
| Homosexual  |  |
| Bisexual |  |

**Marital status**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Single  |  | Partner |  | Widowed |  |
| Married |  | Civil Partnership |  | Prefer not to say |  |
| Divorced |  | Separated |  |  |  |

**Vacancy information**

Please confirm below how you ***originally*** heard about our vacancy:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reed website** |  | **Jobs.ac.uk** |  |
| **Monster** |  | **Word of Mouth** |  |
| **FE jobs** |  | **Internal** |  |
| **Totaljobs.co.uk** |  | **UTC website** |  |
| **Local College Website** |  | **Others - please specify** |  |

I understand that this information may be stored and processed as part of UTC Oxfordshire’s monitoring of equal opportunities and as part of the recruitment procedure, and I agree this use of the data I have provided.

**Signature ………………………………………… Date ……………………**