



APPLICATION FORM

Position Applied For:

Section 1 – Personal Details

Title: Dr/Mr/Mrs/Miss/Ms Other:	Forename(s):	Surname:
Address: Postcode:		Former name/s: Preferred name: National Insurance Number: Teaching Staff DfES Number:
Telephone Number(s):- Mobile: Home:		Email Address:
Are you legally entitled to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If applicable, please give Work Permit No and date of expiry:		
Do you have Qualified Teacher Status? (for teaching roles) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you related to or do you maintain a close relationship with an existing employee, Governor or Trustee of Ratcliffe College? If so, please provide details.		
Do you hold a current clean driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> (only applicable for roles where driving is an essential or desirable criteria for the role)		

Section 2 – Education

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – 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 4 – Current/Most Recent 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:	Please detail current Point on Teachers' payscale (if applicable) and/or any other employee benefits paid or awarded:		
Reason for seeking other employment:			
Why do you think you would be suitable for employment in this post:			
Please state when you would be available to commence employment if offered:			

Section 5 – Previous Employment since leaving secondary education

Please list **ALL** employment since leaving secondary education and continue on a separate sheet if necessary

Dates	Name & address of employer	Position held	Reason for leaving

Section 6 – Gaps in employment since leaving secondary education (please continue on a separate sheet if necessary)

Do you have any gaps in your employment? Yes ☐ No ☐

If Yes, please provide details below:

From	To	Reason

Section 7 – Interests

Please give details of any interests, hobbies or skills

Section 8 – Suitability

Please give your reasons for applying for this position and why you believe you are suitable. Please ensure that you study the job description and person specification and include any knowledge, skills and experience relevant to the role.

Section 9 – References

Please provide TWO professional referees.

- One referee must be your current or most recent employer if not currently employed.
- For positions directly working with children, if your current/most recent employer does/did not involve working with children, then your second referee should be from your employer with whom you most recently worked with children, if at all possible.
- Neither referee should be a relative or someone known to you solely as a friend
- The School will normally take up references prior to interview for all teaching posts.
- Referees **MUST** be from different organisations
- If you have not previously been employed, then headteachers, college lecturers or someone who is able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Referee 1	Referee 2
Name: Occupation: Organisation: Address: Telephone Number: Email address: May we contact Referee 1 prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Occupation: Organisation: Address: Telephone Number: Email address: May we contact Referee 2 prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 10 – Recruitment

It is the policy of Ratcliffe College 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 and civil partnership status, religion or religious belief, disability, gender reassignment, pregnancy or maternity, or age.

All new posts within the College are subject to a probationary period.

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 be confidentially destroyed. However, please indicate below if you would like the College to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the College to retain your details, if your application is unsuccessful? Yes / No

Section 11 – Declaration

- 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 disqualified from working 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 Ratcliffe College processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature Date

Where this form is submitted electronically and is unsigned or the signature is typed, electronic receipt of this form by Ratcliffe College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 11.



**RATCLIFFE
COLLEGE**

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