

For office Use	
Candidate No	



# Application for Employment

The Cheadle & Marple College Network

Post Applied for

Please print clearly

Ref No:

## Personal Details

Title	Forenames	Surname
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Previous names used including dates	Forenames	Surname
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Address

Home Telephone No.	Mobile No.
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Email Address

Date of Birth	National Insurance No.
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Are you legally eligible for employment in the UK?  Yes  No  
(You will be expected to provide evidence of eligibility)

Date when you can commence duties, if appointed

Please state where you saw the advert for this position

### Teachers only:

Department for Education and Skills registered number as a teacher

Date of recognition as qualified teacher

Please state if registered with the GTC or IFL

Please complete and return the enclosed Equal Opportunities Monitoring Form. Monitoring is a continuous process that enables the college to collect, store and analyse equal opportunities data. It is our aim to prevent discrimination against anyone because of their race, gender, age, disability, sexual orientation or religious belief. Without monitoring, the college will have no objective evidence that our Equal Opportunities policies are working. Your assistance in this process is appreciated.

A disability or health consideration does not preclude full consideration to a position. Applicants with disabilities are encouraged to apply and who meet the minimum requirements of the position will be offered an interview. In order for the college to facilitate your needs at the interview, please indicate if you consider yourself to be disabled:

Yes  No

Do you require any special consideration at interview? If so, please give details



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## Education

Name and Address of Secondary School	From	To	Qualifications obtained – include grade

## Further & Higher Education

Please list most recent first.

Name and Address of College/University etc	From	To	Qualifications obtained – include grade

## Short Courses

Please provide details of any short courses you have undertaken relevant to the role applied for.

Subject or Course	Organising Body	Date	Duration

## Professional Bodies

If you are a member of any professional bodies please give details below

## Hobbies or Interests

Please list your hobbies or interests

## Present or Last Employment (Please explain reasons for any gaps in history & include any voluntary work)

<b>Position held</b>  From _____ To _____  Salary/Scale _____  Full or Part Time _____ No. of hours _____  May we contact you at your current place of work? Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Organisation</b>  Immediate Line Manager's Name _____  Telephone No. _____  Address _____
Days worked M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/>		
Outline of position, responsibilities, major achievements, etc.		
Reasons for leaving present/last position		
How much notice is required by your present employer?		

## Previous Employment

Start with your most recent employer excluding the employer given in the previous section.

From	To	Employer's Name & Location	Position Held	Reason for Leaving

## Previous Employment Continued.....

From	To	Employer's Name & Location	Position Held	Reason for Leaving

(Please continue on a separate sheet if necessary in the above format)

## Further Particulars

Please refer to **job description** and **person specification** when completing this section in particular the section relating to the essential criteria.

Please use this space to submit any additional information which you consider relevant to your application. Please indicate why you have applied for the position and state those aspects of your education, training, experience, personal skills and attitudes which make you suitable for this post. (Please use additional sheets if necessary – [click here](#)).

## Data Protection

The Cheadle & Marple College Network collects and retains information from job applicants in order that details of suitable future job opportunities can be forwarded to you, if appropriate.

Applications and personal details will be retained for six months.

Please indicate by inserting an 'x' in the box below if you do not want your details retained.

I do not wish my details to be kept on file should I be unsuccessful in my current application.

## Safer Recruitment

Welfare, protection & safety of students. Keeping Children Safe in Education 2014

The College is obliged to comply with the statutory guidance for Schools and Colleges

### Children Act 1989

The Children Act 1989 seeks to offer greater protection to children. The Act places a statutory obligation on schools/colleges to safeguard and promote the welfare of children attending them; accordingly the Governors of The Cheadle & Marple College Network require all applicants to provide the following information:

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on List 99 which names those who may not be employed in schools/colleges? Yes  No

Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children? Yes  No

### Rehabilitation of Offenders Act (Exceptions) (Amendments) Order 1986

#### Rehabilitation of Offenders Act 1974

Protection of children: Disclosure of criminal background of those with access to young people

The rehabilitation of offenders act 1974 provides that certain criminal convictions became "spent" after the passage of time, that is, the law will treat them for most purposes as if they had never happened and is not necessary to disclose them on application forms. However, the Rehabilitation of Offenders Act (Exceptions) (Amendments) Order 1986 contains certain classes of employment where a person can be asked to disclose spent convictions. The post for which you are now applying falls within that Order and you are therefore required to detail all previous above whether or not they are spent.

Failure to disclose information concerning previous convictions may lead to dismissal or disciplinary action by the college. Any information given will be treated in strictest confidence and will be considered only in an application for posts to which the order applies.

#### WARNING TO CANDIDATES

As this post is classed as having substantial access to persons under the age of 18, appointments will be subject to a police check of any previous criminal convictions.

#### **Please list below criminal convictions**

You must declare either "No convictions" or give details of all offences you have been convicted of (see *Details of Spent Convictions*).

## Criminal Records Disclosure

Employees will be asked to obtain a Disclosure Certificate from the Disclosure and Barring Service. The Cheadle & Marple College Network will inform you if this is relevant to the post.

## Referees

Please give details of two people we may approach for references, one of which should be your present/last employer (if currently unemployed your last employer). The referees you provide should cover the last five years of employment and must not be purely family members or friends. If you are a school/college leaver or have been out of work for five years, please give two personal referees who can comment on your suitability for the role. Any offer of employment will be subject to satisfactory references being received. References will be sought for short-listed candidates **where possible**.

Name

Name

Position

Position

Address

Address

Telephone No.

Telephone No.

Fax No.

Fax No.

Email

Email

Do you consent to the above referee being contacted prior to any offer of employment being made? Yes No

Do you consent to the above referee being contacted prior to any offer of employment being made? Yes No

## Declaration

I certify that to the best of my knowledge and belief that all entries on this form are correct and copies of any testimonies or other enclosures are without addition or omission and I agree that should my application for this post be successful, you may make appropriate checks with the police or other such bodies to validate the above information.

Signature

Date

(If this application is made electronically you will be asked to sign this form if invited to interview).

## Details of Spent Convictions

Please read these notes when completing the section of The Cheadle & Marple College Network application form appertaining to criminal convictions. You must declare all convictions that you have, including motoring offences, **except where these convictions have become 'spent'**.

The Rehabilitation of Offenders Act 1974 aims to give those with convictions or cautions the chance – in certain circumstances – to wipe the slate clean and start afresh. Under the Act, eligible convictions or cautions become “spent” after a specified period of time known as the “rehabilitation period”, the length of which varies depending on how the individual concerned was dealt with.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Once the conviction or caution becomes spent, the offender is regarded as rehabilitated and (for most purposes) is treated as if he had never committed the offence. The rehabilitation periods are as follows:

Sentence/disposal	Rehabilitation period if aged 18 or over when convicted/disposal administered	Rehabilitation period if aged under 18 when convicted/disposal administered
A custodial sentence of over 48 months	Never spent	
A custodial sentence of over 30 months but not exceeding 48 months	7 years from the date on which the sentence (including any licence period) is completed)	42 months from the date on which the sentence (including any licence period) is completed)
A custodial sentence of over 6 months but not exceeding 30 months	48 months from the date on which the sentence (including any licence period) is completed)	24 months from the date on which the sentence (including any licence period) is completed)
A custodial sentence of up to 6 months	24 months from the date on which the sentence (including any licence period) is completed)	18 months from the date on which the sentence (including any licence period) is completed)
Fine	12 months from the date of the conviction in respect of which the fine was imposed	6 months from the date of the conviction in respect of which the fine was imposed
Community order	12 months from the last day on which the order has effect	6 months from the last day on which the order has effect
Conditional caution	3 months from the date on which the caution was given, or (if earlier) when the caution ceases to have effect	
Simple caution, youth caution	Spent immediately	
Compensation order	On the discharge of the order (i.e. when it is paid in full)	
Hospital order ( with or without a restriction order)	Period of the order	Period of the order
Dismissal from Armed Forces	Min 7 years. Further discussion required with HR upon declaration of reason for dismissal	

A sentence of more than 2 ½ years' imprisonment can never become spent. It is the sentence imposed by the court that counts (even if it is a suspended sentence), not the time actually spent in prison.

All applicants for teaching posts and other departments will need to obtain an Enhanced Disclosure certificate and declare any criminal convictions spent or unspent at the point of application.

Certain posts are exempt from the Rehabilitation of Offenders Act.

You are required by law to declare any criminal convictions spent or unspent if you are applying for a post in any of the above below.

**finance – accountancy**

**lecturer in a health-related or social work area who may have contact with patients and/or clients**

**researcher in a health-related or social work area who may have contact with patients and/or clients**

**lecturer whose work may bring him/her into contact with children, elderly, sick, disabled people or people who are vulnerable in other ways**

**researcher whose work may bring him/her into contact with children, elderly, sick, disabled people or people who are vulnerable in other ways**

**those working with children**

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Baring and Barring Service website

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

# Equal Opportunities Monitoring Form

The Cheadle & Marple College Network is committed to taking action that ensures equal opportunities to all. We must therefore record information to monitor our performance in affording opportunities to everyone regardless of gender, marital and civil partnership status, disability, age, race, colour, sexual orientation, social background, nationality, ethnic origin, religion or belief.

Please complete this simple form but omit any information you regard as personal or private. Omitting to complete this form will not prejudice your application, but it will make it more difficult for us to monitor how well our equal opportunities policy is working. The information you give will be treated in strict confidence and will be treated separately from the application form.

1) I am

- Female       Male

2) My age is

- 16 - 19       20 - 25       26 - 40  
 41 - 50       51 - 60       61 or over

3) My ethnic origin is (*using government categories*)

- [11] Asian /Asian British - Bangladeshi  
 [12] Asian /Asian British - Indian  
 [13] Asian /Asian British - Pakistani  
 [14] Asian/Asian British - any other Asian background  
 [15] Black/British Black - African  
 [16] Black/British Black - Caribbean  
 [17] Black/British Black - any other Black background  
 [18] Chinese  
 [19] Mixed - White & Asian  
 [20] Mixed - White & Black African  
 [21] Mixed - White & Black Caribbean  
 [22] Mixed - any other Mixed Background  
 [23] White - British  
 [24] White - Irish  
 [25] White - any other White Background  
 [98] Any other  
 [99] Not known/not provided

4) Please comment if these categories do not accurately describe your ethnic origin. How best would you describe your ethnic origin?

5) How would you describe your sexuality?

- Heterosexual / Straight  
 Gay Man  
 Gay Woman / Lesbian  
 Bi-sexual  
 Other  
 Prefer not to say

6) Do you regard yourself as being disabled

- Yes       No

If yes, please categorise your disability:

- [1] Blind/partially sighted  
 [2] Deaf/hearing impairment  
 [3] Dyslexia  
 [4] Mental health disability  
 [5] Multiple disabilities  
 [6] Needs personal care support  
 [7] Unseen disability e.g. diabetes, epilepsy, asthma  
 [8] Wheelchair user/other mobility difficulties  
 [9] Other disability  
 [10] Do not wish to give information

7) My religion or belief is:

- Buddhist  
 Christian  
 Hindu  
 Jewish  
 Muslim  
 Sikh  
 I have no religion or belief  
 Prefer not to say  
 Other

If other please specify

I have completed the form but will not sign my name, although I appreciate it will be difficult to follow up issues raised

Name \_\_\_\_\_

**Thank you for completing this form.  
Please enclose this form with your completed  
application or in a separate envelope marked:**

**PRIVATE & CONFIDENTIAL  
FAO HEAD OF HUMAN RESOURCES  
EO MONITORING FORM**

## Quality Evaluation Job Reference

Please complete this evaluation form which helps us monitor the quality of service you are receiving

- 1 If you directly contacted Human Resources for details of the post, was your initial enquiry dealt with in a courteous and competent fashion?  
Yes  No
- 2 How soon did you receive your recruitment pack after your initial enquiry?  
Up to 3 days  4 - 6 days  More   
Not applicable/Online
- 3 Did the pack contain relevant information to assist you to complete your application form?  
Yes  No
- 4 If no, were the staff in the Human Resources team helpful in answering your queries?  
Yes  No
- 5 Please indicate standard of information received  
very useful  useful  adequate  poor

Please return completed applications to:

Human Resources Office, The Cheadle & Marple College Network,  
Marple Campus, Hibbert Lane,  
Marple, Stockport,  
Cheshire SK6 7PA  
Telephone No. 0161 484 6668  
Fax No. 0161 484 6601  
Email: [recruit@camsfc.ac.uk](mailto:recruit@camsfc.ac.uk)

**NOTE:**

**The college cannot accept responsibility for postage. Please ensure your application has full postage for guaranteed delivery.**