

Application for Employment

Please read the job description and person specification carefully before completing this form. The decision to shortlist you will be based solely on the information you provide on this form.

Post applied for			
Where did you see this position advertised?			
Personal Details		Title	
Surname		Forenames	
Home address, including post code			
Correspondence Address, if different to the above			
Contact Details		Mobile number	
Work number (if it may be used)		Home number	
E-mail address			

Have you worked or applied for a job with Oakley School or The Oaks Specialist College in the past two years?

Yes		No	
If yes, please give details:			

Have you received a statutory redundancy payment from a Local Authority or other body covered by the Redundancy Payments (Local Government) (Modifications) Order 1983?

Yes		No	
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For academic positions only: **Teachers reference number (TRN) or DfES number**

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Employment History

If this is your first job since leaving education, you may like to give details of any holiday, weekend or evening job, work experience or volunteer placements.

Present/Most Recent Employment

Please give details of your current/most recent employment.

Job title			
Name of employer			
Address of employer			
Start date MM/YY		End date MM/YY	
Notice required		Reason for leaving	
Salary and benefits			
Write a brief description of your current duties/responsibilities including who you report to and, if appropriate, who reports to you.			

Previous Employment

Please start with the most recent first. Please explain any gaps in your career history.

Dates of employment		Job title and brief description of duties	Name and address of employer and type of business	Reason for leaving
Start date	End date			
MM/YY	MM/YY			

Please continue on a separate sheet if necessary

Education and Training

Further/Higher Education

Name and address of College/University	Subject and qualification obtained

Secondary Education

Name and address of establishment	Examinations taken and grades

Professional qualifications and membership of professional institutes

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Other training and development

(Including courses, seminars, training sessions, professional development, etc.)

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Other skills that you feel are relevant to the post

(Including level of IT literacy, equipment and software, audio and shorthand speeds etc.)

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Public duties (including JP, Local Councilor, School Governor)

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Personal qualities and interests

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Do you hold a current driving licence?

(Only required for posts where it is specified in the job description)

Provisional		Full		LGV		PSV		No	
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Reason for Application - Supporting Statement

Please state why you are applying for this role. Outline the skills and experience you have gained which would enable you to meet each selection criteria from the personal specification for the post. Also state any particular achievements which you consider relevant to this post. Please continue on a separate sheet if necessary.

References

Please give names, addresses and contact details of two people. Email addresses need to be professional relating to where you previously worked (personal email addresses will not be accepted). One of the references **must** be your present or most recent employer.

References will be taken up before interview, but this will not be your current/most recent employer unless you give consent.

Present/Most recent employer		Second reference	
Contact name		Contact name	
Position		Position	
Company		Company	
Address		Address	
Telephone number		Telephone number	
Email address		Email address	
Relationship to you		Relationship to you	
May we contact this person before you come for interview?			
Yes		No	

Asylum and Immigration Act 1996

Under section 15 of the Immigration, Asylum and Nationality Act 2006, employers may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question. Employers have a duty to prevent illegal working in the UK by carrying out prescribed document checks on people before employing them to ensure they are lawfully allowed to work.

Are you eligible to work in the UK?

Yes		No	
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If appointed, you will be required to produce documentary evidence. For the latest guidelines please check <https://www.gov.uk/legal-right-work-uk>. This action is taken in compliance with the requirements of the law and is in no way intended to be discriminatory or to prevent those who require a work permit from securing employment.

Disclosure of Criminal Convictions

Because of the nature of the work carried out at the College, all positions are subject to the Rehabilitation of Offenders Act 1974. 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 [Disclosure and Barring Service website](#).

Disclosure of a conviction or caution will not necessarily prevent you being appointed. However, the College has to carefully consider whether the offence is one that would make the candidate unsuitable to work in an organisation which enables access to children or vulnerable adults.

Do you have criminal 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) by SI 2013 1198?

Yes		No	
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If you have answered yes, please supply details in a sealed envelope or separate document marked confidential.

All successful applicants will be required to give their consent for the College to undertake a Disclosure and Barring Service check to confirm the existence and/or nature of any record of criminal convictions. In the event of employment, any failure to disclose such information could result in dismissal or disciplinary action by the College.

Data Protection Act 1998/General Data Protection Regulation

Under the Data Protection Act 1998 the College is obliged to inform you that the data you have provided may be processed and used on a confidential basis for monitoring purposes in the College office. Your signature below will be deemed to show that you consent to the College office processing your personal data for specific purposes that may arise.

Your Declaration

I certify that, to the best of my knowledge, the contents of this application form are a true and accurate record. I understand that deliberate omission or falsification would result in disciplinary proceedings and possible dismissal.

I also certify that I have not been barred from working with children, young people or vulnerable adults, nor am I subject to sanctions imposed by a regulatory or professional body. If completing this form electronically, by typing your name in the signature line you are certifying this application.

Signature			
Print name		Date	

Equal Opportunities Monitoring Form

The Oaks Specialist College is an equal opportunities employer and aims to ensure that no job applicant receives less favourable treatment on the grounds of their gender, marital status, age, disability, race, religion or sexual orientation. Candidates will be selected on merit; any information given on this form will be treated in the strictest confidence and will not be used as part of the selection process. In order to monitor the effectiveness of our equal opportunities policy and practice, the College requests that all applicants complete this form. In accordance with the Data Protection Act 1988/General Data Protection Regulations, the information you have provided will only be used for the purposes of equality monitoring. The monitoring form will be separated from your application form on receipt and will be retained in a secure location for 6 months.

Name:		Post Applied For:	
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Sex:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Is your gender identity the same as the gender you were assigned at birth?				
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Date of Birth (dd/mm/yyyy)	
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Marital Status					
Single	<input type="checkbox"/>	Civil Partnership	<input type="checkbox"/>	Separated	<input type="checkbox"/>
Married	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>

Disability				
Do you consider yourself to be disabled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please indicate below which category your disability falls within:				
Dyslexia	<input type="checkbox"/>	Blind/visually impaired	<input type="checkbox"/>	
Deaf/hearing impaired	<input type="checkbox"/>	Wheelchair user/other mobility difficulties	<input type="checkbox"/>	
Require personal care support	<input type="checkbox"/>	Mental health disability	<input type="checkbox"/>	
Unseen disability e.g. diabetes, epilepsy, asthma	<input type="checkbox"/>	Multiple disabilities	<input type="checkbox"/>	
Other disability (please specify)		Do not wish to disclose information	<input type="checkbox"/>	
Please indicate if you require adjustments or assistance to enable you to attend an interview				

(please note that this information may have to be disclosed to the recruiting manager after shortlisting in order to ensure that the adjustments required are facilitated where possible.)

Sexual Orientation			
Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Homosexual (Gay, Lesbian)	<input type="checkbox"/>	Other (please specify)	

Race			
Please mark the box which most closely relates to you.			
White or White British:			
English	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>	White – any other (please specify)	
Dual Heritage:			
Black & White Caribbean	<input type="checkbox"/>	Black & White African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	Other (please specify)	
Asian or Asian British:			
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Other (please specify)	
Black or Black British:			
Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
Other (please specify)			
Chinese or other ethnic group:			
Chinese	<input type="checkbox"/>	Other (please specify)	
Religion			

What is your religion?			
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
		Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
		Sikh	<input type="checkbox"/>
Atheist / None	<input type="checkbox"/>	Other Religion (please specify)	

Thank you for completing this form. Please submit to HR@theoaks.ac.uk