|  |  |
| --- | --- |
|  | **PERSONAL DETAILS** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS**  Under the terms of the General Data Protection Regulations (GDPR 2018) the information you provide will be kept confidential and will only be used by the Human Resources Department for the purpose of the recruitment exercise and for equal opportunities monitoring. Your personal details will not be passed on for consideration during the shortlisting process. If appointed, the information will be used to form the basis of your personnel record. In the event that you are unsuccessful, your application will be destroyed after six months. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Post applied for** | | |  | | | **Application Reference** | | | | |  | | |
|  | | | | | | | | | | | | | |
| Surname | | |  | | Title |  | | | | | | | |
| Forename(s) | | |  | | Known as |  | | | | | | | |
| Address | | |  | | Telephone No. (please tick preferred contact) | | | | | | | |  |
| Home |  | | | | | |  |  |
| Business |  | | | | | |  |  |
| Post Code | | |  | | Mobile |  | | | | | |  |  |
| Email address | | |  | | Teaching Regulation (TRN) / DfES Number | | | |  | | | |  |
| Are you related to, or do you have a direct personal or business relationship with anyone who works for WQE? (If the answer is YES, you will be asked to provide further details). | | | | | | | | | | | | **Yes** | **No** |
|  | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | |
| Please give details of two individuals (*NOT relatives*) we could approach for references, one of which **must** be from your most recent or current employer. Where a reference comes from a school, the referee should be the headteacher. | | | | | | | | | | | | | |
| Name  (Including title) | |  | | | Name  (Including title) | | |  | | | | | |
| Relationship | |  | | | Relationship | | |  | | | | | |
| Name of Employer | |  | | | Name of Employer | | |  | | | | | |
| Address | |  | | | Address | | |  | | | | | |
| Post Code | |  | Post Code | |  | | | |
| Telephone No. | |  | | | Telephone No. | | |  | | | | | |
| Email | |  | | | Email | | |  | | | | | |
| **I hereby give permission to contact the above referee** | | | | | **I hereby give permission to contact the above referee** | | | | | | | | |
| Signature |  | | | | Signature | |  | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **CRIMINAL DISCLOSURE**  Applicants are required to declare any pending criminal prosecutions they may have as well as any spent convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  The amendments to the Rehabilitation of Offender Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered “protected.” This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.  Should you require more guidance and the criteria on the filtering of ‘protected’ cautions and convictions, this can be found on the Disclosure and Barring Service website. Only when the convictions are relevant will criminal records be taken into account for recruitment purposes.  The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment. However, employment will be conditional upon an enhanced DBS clearance that has been returned to the Human Resources department and is deemed to be acceptable.    You must, therefore, answer the questions below. Applicants are informed that providing false information which is discovered after appointment could lead to summary dismissal. | | | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 | | | | **YES** | **NO** |
| Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exception] Order 1975 [amendment] [England and Wales] order 2020 | | | | **YES** | **NO** |
| If you answered “yes”, please provide this information separately marked as **“Confidential – for the attention of the Human Resources Manager”** and email to [hrmanager@wqe.ac.uk](mailto:hrmanager@wqe.ac.uk).  Do not send your full application to this email, only the information relating to this specific response. | | | | | |
| |  |  |  | | --- | --- | --- | | **OVERSEAS CHECKS**  Have you travelled / lived or worked overseas in the last 5 years? (this should not include annual holiday periods)  If yes, please provide full month and year details of the periods spent overseas and the locations visited, attaching this as an additional document. | **YES** | **NO** | | **ELIGIBILITY TO WORK IN THE UK**  Are you eligible for employment in the UK (i.e. possess a British passport or work visa) in accordance with the Immigration & Asylum Act 2006? You must provide documentary evidence that you are entitled to work in the UK, without the need for the College to seek a work permit. | **YES** | **NO** | | | | | | | |
| **DECLARATION**    I hereby give permission for personal information contained in this application to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of equal opportunities monitoring.  I can confirm that I know of no reason why it would be inappropriate for me to work in an educational environment with young people and that there is no current, or ongoing, investigation that may be relevant to, or affect, my suitability to work in such a setting.  I declare that the information given above and in the supporting documents is true and that I have not withheld any information which would affect my application. I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination. | | | | | |
| Although you are applying electronically we require your name to be added to the “Signature” box to indicate that you are actually applying for the position and confirming the details provided. | | | | | |
| Signature |  | Date |  | | |