**CONFIDENTIAL**

# APPLICATION FORM

**Equality, Inclusion, & Diversity**

At the heart of our values is a desire to provide fair employment opportunities and experiences that are accessible to all people, regardless of any individual characteristics. We work hard to ensure, as much as we reasonably can, that no-one is discriminated against, treated unfairly, or made to feel unwelcome as a result of who they are or what makes them uniquely them.

We understand that people thrive when they feel they can be themselves and bring their true self to work. The College is a proud and externally recognised 'Mindful Employer', a ‘Disability Confident Employer’ and ‘Leader in Diversity'.

**Covering Letter**

When submitting your application, please include a covering letter, which must be no more than 3 sides of A4. Within your covering letter, please explain your motivation for applying and please summarise the knowledge, skills and experience that you can bring to the role and how you meet the criteria in the person specification.

Please note, an incomplete application form may jeopardise the progression of your application.

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| **Application for the post of:** | **Chief Executive & Principal** |
| **Closing date:** | **Tuesday 11th April 9am** |

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| **PERSONAL DETAILS** | | |
| **Title** | **Mr / Mrs / Miss / Ms / Dr / Other (please specify)** | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Previously used name(s)** |  | |
| **Address** | **Postcode** | |
| **Email address** | *\* It is our preference to communicate electronically in respect of any recruitment process or offer of employment – the only exception being where making modifications and adjustments to support someone with a disability or underlying health condition* | |
| **Telephone numbers** | (Home) | (Mobile) |
| **National Insurance Number** |  | |

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| **Do you hold a full valid UK Driving Licence?** | **YES / NO** |
| **If yes, what date did you pass your driving test?** |  |
| **Please give details of any endorsements…** | |

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| **Work Eligibility: (please tick one box)** | |
|  | I am eligible to live and work in the UK |
|  | I am not currently eligible to live and work in the UK |
| Please note, before you are able to start employment with Myerscough College you must provide proof of eligibility to work in the UK (i.e. a valid passport) to the People Team.  **It is a pre-condition of any offer of employment that you provide proof of your right to work in the UK.** | |

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| **Are you related to anyone at Myerscough College or to any member of Myerscough College Corporation?** | **YES / NO** |
| **If yes, please give details…** | |
| **Do you require any adjustments to the College's application or recruitment process, due to a disability or health condition, to enable you to fairly engage with the process?** | **YES / NO** |
| *\*If yes, please contact the People Team on 01995 642289 and ask for Philippa Lucarz. Any adjustments can then be discussed with you.* | |

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| **Have you at any time elected to be a member of the Teachers’ Pension Scheme?** | | **YES / NO** |
| **DfE Ref No** |  | |

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| **SAFEGUARDING** |
| **N.B: It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to either children or adults**. |

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| **DISCLOSURE AND BARRING SERVICE** |
| Should your application be successful you will be sent further details via email from eSafeguarding who are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf. A Disclosure and Barring Service check at Enhanced level will be relevant to this post. |
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| **CURRENT / MOST RECENT EMPLOYMENT** (PLEASE DELETE AS APPROPRIATE)  If you are currently unemployed, please give details of your most recent employment | |
| **Name of current/most recent employer** |  |
| **Company Name** |  |
| **Company Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Current/latest job title** |  |
| **Date appointed** |  |
| **Salary** |  |
| **Employment end date** (if applicable) |  |
| **Reason for leaving** (if applicable) |  |
| **Notice period** (if applicable) |  |
| **Please give details of duties/responsibilities...** | |

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| **OTHER PREVIOUS EMPLOYMENT INDUSTRIAL/COMMERCIAL EXPERIENCE:**  (Please state reasons for any gaps in employment) | | | | | | | | | | | | |
| Name of previous employer / Source of experience | | | Post held / Experience gained | | | Full Time Part Time or Voluntary | From | | To | | | Reason for leaving post |
| Month | Year | Month | | Year |
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| **EDUCATION AND TRAINING**  **Education and qualifications obtained: Degrees, Diplomas, Certificates, Teaching and/or Membership of Professional and/or other Bodies (mention subjects, class, distinctions where applicable). If you are the successful candidate, you will need to provide copies of certificates for essential qualifications.** | | | | | | | | | | | | |
| **Do you have degree level education or equivalent professional qualification? Yes/No** | | | | | | | | | | | | |
| **Do you have a postgraduate qualification? Yes/No** | | | | | | | | | | | | |
| **Do you have a PGCE or Cert Ed? Yes/No** | | | | | | | | | | | | |
| **Do you have a leadership/management qualification or equivalent training? Yes/No** | | | | | | | | | | | | |
| Years spent in education after age 11 | | | | | | | Establishment/ Awarding authority | | | Qualifications obtainedand membership of Professional or other Bodies | | |
| From | | To | | | Full Time or Part Time | |
| Month | Year | Month | | Year |
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| **OTHER TRAINING/IN-SERVICE COURSES ATTENDED** | | | | |
| Years of Training or Courses Attended | | | Course Provider | Details of Course |
| From | To | Full Time or Part Time |
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| **Fairness, Respect, Equality, Diversity, Inclusion, & Engagement** |
| Equality and diversity are important to us; we want to ensure everyone has a fair opportunity to secure meaningful employment. We therefore ask all applicants to complete our equality monitoring questions as part of every application form. This information is not accessible or available to the recruiting manager(s) and is only visible to members of the People team.  We process this data to monitor our progress towards advancing opportunities for all in employment. Where we are required to report or publish this data, all personal identifiers (such as name) are removed.  To complete your application, please click the link below and complete the form. If you do not wish to disclose certain information, you can select the option “prefer not to say”.  EDI Monitoring Link: please click [HERE](https://forms.office.com/r/fbSRYEP3t8)   * Tick here to show completion of the EDI monitoring form via the link above.   If, for any reason, you cannot complete the electronic link, then a paper form can be sent to you. If required, this should be requested from the People Team (01995 642289). |

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| **REFERENCES SECTION** | | | |
| **IMPORTANT INFORMATION**  Please note, references will be sought from previous employers where the employment (paid or voluntary) involved working with children and/or vulnerable adults.  If your application proves successful and in compliance with Keeping Children Safe in Education Guidance, your employment will only be confirmed once satisfactory references are received by the College.  Please ensure that the references provided cover a minimum *period of at least two years*.  If you have previously worked/volunteered with children and/or vulnerable adults, please ensure you provide a referee which covers that period of work of employment. Please continue on a separate sheet if necessary | | | |
| **Employment Reference 1**  (Must be your current or most recent employer) | | **Employment Reference 2** | |
| Name |  | Name |  |
| Address and Postcode |  | Address and Postcode |  |
| Email address |  | Email address |  |
| Tel No |  | Tel No |  |
| Relationship to you |  | Relationship  to you |  |
| *(Please indicate if you do not wish your current employer to be contacted)* | | | |

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| **Employment Reference 3 (if applicable)** | | **Employment Reference 4 (if applicable)** | |
| Name |  | Name |  |
| Address and Postcode |  | Address and Postcode |  |
| Work Email address |  | Work Email address |  |
| Tel No |  | Tel No |  |
| Relationship to you |  | Relationship  to you |  |

**NB: If you have spent time outside of the UK (other than for holidays) you will need to provide a “Certificate of Good Conduct” from the relevant authority.**

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| **DECLARATION** | |
| I certify that the information given on this form is correct. I understand that any willful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.  **Please tick to agree to the above declaration.** | |
| **Signed:** | **Date:** |

If you have not had any response from the College in respect of this application within 4 weeks of the closing date you may assume that you have been unsuccessful.

In compliance with the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 requirements, unsuccessful applicants are advised that completed application forms containing sensitive and personal data ie date of birth, address etc, will not be kept longer than strictly necessary – usually up to six months – at which time they will be disposed of permanently. By signing above, you are confirming your agreement to this procedure and, unless you indicate to the contrary, this will be the usual procedure in all cases. You have a right to request a copy of any information we hold on you and to have any inaccurate data corrected.

*When completed, this form should be emailed to:* [contactus@doddpartners.com](mailto:contactus@doddpartners.com) referencing assignment **DP3080.**