

**APPLICATION FORM**

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| **POST APPLIED FOR** |  |

**Completing your Application Form:**

Please complete all sections of this application form clearly and in **BLACK INK**. Continuation sheets should be numbered according to the corresponding section to which they relate.

Once you have completed your application form, please return it to: **HR Department, Lingfield College, St. Pier's Lane, Lingfield, Surrey, RH7 6PN** or email it to [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

**If posting your application please ensure you have the correct postage, particularly if you are using a large envelope. The post office will not deliver if the postage is short.**

For further information about Lingfield College, please see our website [www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)

**Please note:** Only candidates invited to interview will be notified of the outcome of their applications after the closing date. If you have not heard from us a week following the closing date you should assume that your application has been unsuccessful on this occasion. Feedback on applications will be provided upon written request.

In the event of my application being unsuccessful, **I do / do not (delete as appropriate)** wish Lingfield College to keep my details on file for 6 months.

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| **PERSONAL DETAILS** | | | | | |
| Title and Surname |  | | First Name(s) |  | |
| Former Names |  | | | | |
| Contact Address: |  | | | | |
| Post Code: |  | | Home Telephone |  | |
| Mobile Telephone |  | | Work Telephone |  | |
| Email |  | | | | |
| Preferred method of contact |  | | | | |
| Are you subject to any immigration controls? | YES | NO | NI Number | |  |
| Where did you see the vacancy advertised? |  | | | | |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | |
| Post Held |  | Salary |  |
| Date Appointed |  | Date Left and reason (where applicable) |  |
| Full or Part Time  (indicate hours for part time) |  | Notice Period |  |
| Employers Name & Address |  |  | |
| Telephone Number |  | Nature of Business |  |
| Brief Description of Position Held and Responsibilities (use a continuation sheet if necessary) | | | |

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| **PREVIOUS EMPLOYMENT (Please include any unpaid work, voluntary work and dates of unemployment)** | | | | | |
| Employers Name & Address | Post Held (state if full or part time) | From Month/Year | To Month/Year | Salary | Reason for Leaving |
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| **SECONDARY, FURTHER AND HIGHER EDUCATION** You will be asked to provide evidence of any relevant qualifications | | | | | | |
| Name and address of Institution | From  Mth/Yr | To  Mth/Yr | F/T  P/T | Qualifications  gained | Grade | Date |
| *Secondary Education (please include English and Maths GCSEs)* |  |  |  |  |  |  |
| *Further and Higher Education* |  |  |  |  |  |  |
| *Professional/Vocational Courses (relevant to post)* |  |  |  |  |  |  |

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| **PROFESSIONAL MEMBERSHIPS AND TRAINING –** Please indicatetype of membership and name of professional body along with date of joining and membership number. Please state relevant training courses attended in the last 12 months. |
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| **TEACHER QUALIFICATIONS –** Only to be completed when applying for a teaching vacancy |
| Subjects qualified to teach:  Please provide your DfES number if applicable:  Do you have Qualified Teacher Status? Yes No  Is this your first teaching post? Yes No |
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| **OTHER INTERESTS / SKILLS –** Please list hobbies, interests and anything you wish to tell us regarding extra-curricular activities you wish to be involved in. |
| Do you Hold a Valid Driving Licence? Yes No |
| **SUPPORTING STATEMENT (use a continuation sheet if necessary)** |
| You are invited to provide below any information in support of your application (no more than 1000 words). Please include your reasons for applying for the post and describe the particular strengths or experience you would bring to the post |
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| **REFERENCES** Please give below details of two referees one of which should be your most recent employer (references from friends and family **are not** accepted) | | |
|  | **Present or Most Recent Employer** | **Second Referee** |
| Name and Title |  |  |
| Full Address and Post Code |  |  |
| Telephone Number |  |  |
| Email Address |  |  |
| Nature of Contact |  |  |
|  | It is our policy to take up references before interview. May we contact this referee now? **YES/NO** | It is our policy to take up references before interview. May we contact this referee now? **YES/NO** |
| When would you be available to start? ……………………………………………………………………………………………….. | | |

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| **REHABILITATION OF OFFENDERS ACT & DBS CHECKS** |
| The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If you are appointed you will be required to declare ANY convictions, cautions or bind-overs, including those regarded as ‘spent’, and agree to a check being made into the existence and content of any possible criminal record held by the police. Providing false information is an offence and could result in the application being rejected or, if appointed, summary dismissal. You are therefore asked:  **DO YOU HAVE OR HAVE YOU EVER HAD ANY PREVIOUS CRIMINAL CONVICTIONS**  **YES NO**  If yes please place details in a sealed envelope marked confidential and enclose it with your application. All information will be treated confidentially.  All new appointments to Lingfield College are subject to satisfactory clearance by the Disclosure & Barring Service (DBS). Offers of employment are conditional upon your co-operation with this procedure and refusal would result in the withdrawal of the offer.  I have read and understood the above paragraph and I certify that either there are no convictions of which you should be made aware, or that the confidential envelope is attached as requested.  **Signed: ………………………………………………………………………… Date: ………………………………………………..** |

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| **DECLARATION OF INTERESTS –** Any non-professional relationships with any members of Lingfield College staff, senior team or governing body must be declared. Please give person’s name and relationship |
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| **REFER A FRIEND SCHEME –** Did a friend recommend the School as a place to work? Please provide details. |
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| **ADDITIONAL INFORMATION –** Do you have a disability or medical condition that would require us to make reasonable adjustments to assist you, should you be invited to interview. |
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| 1. **DECLARATION** |
| I hereby agree that Lingfield College has provided me with the Job Applicant Privacy Notice, which is in accordance with the General Data Protection Regulations (GDPR). I confirm that I have read the Job Applicant Privacy Notice and I would like to continue with the recruitment process.  I confirm that I am eligible to work in the United Kingdom, in accordance with the Asylum and Immigration Act 1996 and agree to provide supporting evidence of this, as well as proof of all qualifications (original certificates) as listed on this application form. I confirm that I am not disqualified from working with children, or subject to sanctions imposed by a regulatory body.  I certify that, to the best of my knowledge, all details provided by me are correct and I understand that if I make a false declaration about my eligibility for the post applied for, I may be disqualified from the process or the offer of the post may be withdrawn, or if I have taken up employment I may be dismissed.  I consent to the School conducting a social media check as part of the recruitment and selection process.  At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.  **Signed: …………………………………………………………………………. Date: ……………………………………….…….** |