

Secondary School Education

Name of School(s)	From	To	Qualifications obtained	Grade	Date

Higher/Further Education

Educational Establishment	From	To	Qualifications obtained (include main subjects)	Grade	Date

Professional Qualifications and Training

Please list below any professional qualifications you have including membership of professional bodies.

If you are a qualified teacher, please give your DfEE Ref. No _____

Continuing Professional Development and Training

Course Title

Date

Organising Body

N.B. You will be required to provide evidence of all relevant qualifications.

Do you have any health problem or disability which is relevant to your job application? YES/ NO

How many days' sickness absence have you had in the last two years?

If you have a disability are there any special arrangements you require if called for interview?

SEEVIC College is an equal opportunities employer.

All decisions on recruitment are based solely on the merits and abilities of each applicant regardless of gender, marital status, religion, ethnic origin or disability.

Details in support of application

(continue on a separate sheet if necessary)

Please use this space and continue on a separate sheet if necessary or, if you prefer, you can submit a separate letter of application.

You should refer to the criteria outlined in the job and person specification sent with this form; these will be used in the selection process. You can demonstrate your suitability for the post using examples from previous work, vocational and voluntary experience.

References

Please give the name and address of two people to whom references may be made.
One referee should be your present employer, or if unemployed, your last employer.

1. Name and address _____

Position _____

Tel No _____

Do you object to this referee being contacted before an interview if an interview is offered YES/ NO

2. Name and address _____

Position _____

Tel No _____

Do you object to this referee being contacted before an interview if an interview is offered YES/ NO

- Notes: i. **Referees will be contacted before interviews unless otherwise requested.**
ii. If either of your referees knew you by any other name, please give details.

Please tell us where you saw the advertisement for this job. _____

Declaration

I certify that to the best of my belief, the information I have provided is true.

I have read and understood the accompanying Disclosure of Criminal Convictions document and I have disclosed any convictions or cautions.

I am legally entitled to work in the U.K.

I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the College.

Signed _____ Date _____

Declaration of criminal convictions

I have read and understood the accompanying Disclosure of Criminal Convictions document and I do / do not have any convictions or cautions (please delete as appropriate).

If you have replied I do, please give details below.

Details of convictions or cautions

Date	Conviction / Caution
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Please tear off and retain for your own records

NOTES FOR APPLICANTS

It is important that you read carefully the notes of guidance 'Disclosure of Criminal Convictions' which are attached to this form.

In accordance with the Asylum and Immigration Act proof of your eligibility to work in the UK is required. You will be asked to produce your National Insurance card or a full passport [or equivalent document] at interview.

Information given on this form will be held on computer in accordance with the Data Protection Act. It will be used for the purposes of recruitment and selection only and, if appointed, for purposes related to your employment.

Please ensure you sign the declaration on the final page of this application form.

Notes For Guidance

Disclosure of criminal convictions

It is SEEVIC College Corporation's practice to require all applicants for employment within the Corporation to disclose any previous convictions or cautions.

Any information you provided will be treated as strictly confidential and will be considered only in relation to the particular post you have applied for on this occasion.

Disclosure of a conviction or caution does not necessarily mean that you will not be appointed: a person's suitability will be looked at as a whole in the light of all the information available - a main consideration will be whether the offence is one which would make a person unsuitable to work in a capacity which provides the opportunity for access to children or young persons.

Because of the nature of your post you are required to disclose all criminal convictions, including any which you may have 'spent' under the Rehabilitation of Offenders act 1974. This is because the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975/1976 and therefore even 'spent' convictions must be disclosed. You must disclose, therefore - at the time of application - any criminal convictions or cautions which for other purposes are 'spent' under the provision of the act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Corporation.

A conviction includes:

- A sentence or imprisonment, youth or borstal training.
- An absolute discharge, probation order, conditional discharge bind-over order, fit person order, supervision order or care order arising from a criminal conviction.
- Simple dismissal from the Armed forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
- Detention by direction of the Home Secretary.
- Detention centre, remand home, approved school of attendance order.
- A suspended sentence.
- A fine or any other sentence not mentioned above.

Any failure to disclose convictions could result in dismissal or disciplinary action by the Corporation.

