**Dartford Science and Technology College Application Form**

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| Post Title |  |
| Please ensure that you complete ALL sections of the application form. Your application will be treated in the strictest confidence. | |

**Part 1: Personal Details**

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| Full Name (including title) |  |
| Previous Surname/s (if any) |  |
| Home Address |  |
| Telephone (Home) |  |
| Telephone (Mobile) |  |
| Email Address |  |
| National Insurance Number |  |
| Teacher Reference Number  (if applicable) |  |
| If successful, when could you start this job? |  |

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| Disclosure of relationship - are you related to any elected member of the Council, a Senior Officer of the Council, a member of the School Governing Body or member of school staff? (If yes, please provide details) |
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| Where did you hear about this vacancy? |
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**Part 2: Competency**

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| **Further/Higher Education and Training**  Original documentation of qualifications will be required prior to an appointment (please continue on a separate sheet if necessary). |

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| Education Establishment |  |
| Dates of Study |  |
| Qualification Type |  |
| Grade |  |
| Date of Award |  |

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| Dates of Study |  |
| Qualification Type |  |
| Grade |  |
| Date of Award |  |

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| Secondary School/College |  |
| Dates of Study |  |
| Qualifications –  Please list subjects with detail of qualification type and grade/result |  |

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| **In-Service Training and Development**  Please give details of relevant courses and training undertaken in the last **five years**. |
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| **Employment History**  Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps (please continue on a separate sheet if necessary). When giving details of school employment please include the age range, approximate school roll number and school type. |

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| Employer |  |
| Role and Main Duties |  |
| Employment Dates |  |
| Salary upon leaving |  |

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| Employer |  |
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| Employment Dates |  |
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| **Time not accounted for**  Please give details of any time you have not accounted for below. |
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| **Other Skills and Interests**  Please include languages (spoken/written) and details of any community or voluntary work experience. |
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| **Personal Statement**  In this section you are asked to outline how your knowledge, skills and experience meet the competencies required for this post. Remember to consider experience in previous employment and relevant experience outside of paid work, for example that gained at home, through the community or through leisure/college activities (please continue on a separate sheet if necessary). |
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| **References**  Please indicate two people who can provide references - one should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview.  Where you are currently working in a school/academy, one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children’s workforce referee.  The school reserves the right to request alternative referees where it is felt appropriate to fulfill safer recruitment requirements. |

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| Name of Referee |  |
| Name of School/Company |  |
| Referee’s Occupation |  |
| Address |  |
| Referee’s Email Address |  |
| Are you happy for a reference to be requested prior to the interview?  (If no, please give a reason) |  |

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| **Criminal Record**  **You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.**  Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) check.  Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.  The amendments to the Rehabilitation of Offenders 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.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | |
| **Right to Work in the UK**  All shortlisted candidates will be required to evidence their right to work in the UK at the interview stage. | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  If yes please give details |  |
| If you are successful in your application, would you require a work permit prior to taking up employment? |  |

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| **Health Declaration**  Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. |

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| **Data Protection Statement**  I hereby give my consent for the school or organisation to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud.  This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation. |

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| **Declaration**  By submitting this application form I declare that the information I have given in is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. | |
| Signed |  |
| Date |  |

**Dartford Science and Technology College Equalities Monitoring Form**

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| Full Name |  |
| Post Title |  |
| This section of the form is optional and confidential and will be detached from your application prior to interview. | |

**Please mark the appropriate box with an X.**

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| **Ethnic Group (these are approved by the commission for Racial Equality)** | |
| White - English/Welsh/Scottish/Northern Irish/British |  |
| White - Irish |  |
| White - Gypsy Roma |  |
| White – Irish Traveller |  |
| Any other White background |  |
| Mixed/Multiple Ethnic Groups - White and Black Caribbean |  |
| Mixed/Multiple Ethnic Groups - White and Black African |  |
| Mixed/Multiple Ethnic Groups - White and Asian |  |
| Any other Mixed/Multiple Ethnic background |  |
| Asian/Asian British - Indian |  |
| Asian/Asian British - Pakistani |  |
| Asian/Asian British - Bangladeshi |  |
| Asian/Asian British - Chinese |  |
| Any other Asian background |  |
| Black/African/Caribbean/Black British - African |  |
| Black/African/Caribbean/Black British - Caribbean |  |
| Any other Black background |  |
| Other Ethnic Group - Arab |  |
| Any other Ethnic Group |  |
| Prefer not to say |  |

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| **Gender** | |
| Male |  |
| Female |  |
| Prefer not to say |  |

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| **Age Range** | |
| Up to 19 |  |
| 20 – 25 |  |
| 26 – 35 |  |
| 36 – 45 |  |
| 46 – 55 |  |
| 56 – 65 |  |
| Over 65 |  |
| Prefer not to say |  |

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| **Religion/Belief** | |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Other religion or belief |  |
| Prefer not to say |  |

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| **Disability**  Applications from disabled people are welcome and disabled applicants who meet the minimum Criteria are guaranteed an interview | |
| Do you consider yourself to be disabled? |  |
| Is there anything you would like us to know about your disability to assist you in the recruitment process including any other special requirements? |  |
| Do you wish us to try to arrange for any of the following to be available, if you are called for an interview? | |
| Accessible car parking |  |
| Assistance in and out of vehicle |  |
| Wheelchair access |  |
| Accessible toilet |  |
| Someone with you at the interview (eg advocate or facilitator) |  |
| Sign language interpreter (please state type) |  |
| Induction loop or other hearing enhancement |  |
| Keyboard for written tests |  |