

UTC Warrington

Dallam Lane

Warrington

WA2 7NG

Tel: 01925 737067

info@utcw.co.uk

**Job Application Form**

*Please refer to the guidance notes to help you complete this form*

**Details of post**

|  |  |
| --- | --- |
| Post applied for  |  |

**Section 1 – personal details**

|  |  |
| --- | --- |
| Preferred title  |  |
| Forename  |  |
| Family name  |  |
| Please state any previous names you have been known by  |  |
| Address *(including postcode)* |  |
| Home telephone number  |  |
| Mobile telephone number  |  |
| Work telephone number |  |
| Email address  |  |

**Right to work in the UK**

|  |  |
| --- | --- |
| National insurance number  |  |
| Do you require a work permit or visa? | Yes / No  |
| If yes, please give details including type, number, issue and expiry date |  |
| Have you ever lived or worked outside the UK? | Yes / No |
| If yes, please give details  |  |
| Please state any languages you are fluent in, indicating whether this is mother tongue, qualified fluency or other  |  |

**Driving licence declaration**

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes / No  |
| If yes, please provide details including driving licence number, driving licence type/country of issue, dates of validity (from /to), categories of licence: |  |
| If selected, how would you travel to/from work? |  |

**Suitability for the post**

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings which are not spent or protected?  | Yes / No  |
| If yes, please give details  |  |
| Are you currently under any process arising from your employer’s concerns regarding your capability or performance?  | Yes / No  |
| If yes, please give details  |  |
| Are you currently under any process, investigation or sanction relating to your employer’s concerns regarding your conduct or discipline?  | Yes / No  |
| If yes, please give details |  |
| Have you ever been subject to any allegations or disciplinary sanctions relating to the safeguarding and protection of children or vulnerable adults?  | Yes / No |
| If yes, please give details |  |
| Have you ever been convicted of a criminal offence?  | Yes / No  |
| If yes, please give details |  |
| Have you subscribed to the DBS Update Service?  | Yes / No  |
| If yes, please give details |  |
| Are you subject to a barring or prohibition order?  | Yes / No |
| Are you subject to a Section 28 prohibition? | Yes / No  |
| If have worked or lived overseas, do you hold a Certificate of Good Conduct for your time spent abroad? | Yes / No  |

**References**

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| Name  |  |  |
| Job title  |  |  |
| Relationship to you  |  |  |
| Address |  |  |
| Telephone number  |  |  |
| Email address |  |  |
| Do you give your consent to contact prior to interview? | Yes / No | Yes / No  |

**Relatives and other interests**

|  |  |
| --- | --- |
| Do you have any relationship to any current Warrington UTC staff/trustees? | Yes / No  |
| If yes, please give details  |  |

**Flexible Working**

|  |  |
| --- | --- |
| Do you have primary care responsibilities for a dependent with disabilities? | Yes / No |
| Would you wish to consider flexible working arrangements/job share? | Yes / No |
| Do you need any reasonable adjustments to be able to attend selection process or for work if you are selected? | Yes / No |
| Would you be prepared and able to car share? | Yes / No |

**Process Survey**

|  |  |
| --- | --- |
| How did you become aware of the vacancy? |  |
| What about the recruitment pack attracted you to the post and why you applied? |  |
| Was there any information that you did not have which you would have liked to have had in order to apply for the post? |  |
| Are you an internal applicant? | Yes / No |
| Are you an agency worker? | Yes / No  |

**Declaration**

I declare that, to the best of my knowledge, the information contained within this application is true and correct. I accept and understand that:

* If it is found that I have given false, inaccurate or misleading information, an offer of employment may be rescinded and/or my employment terminated without notice.
* Where I cannot provide evidence of qualifications and/or satisfactory references cannot be received an offer of employment may be rescinded and/or my employment terminated without notice, or my probation period may be extended.
* If I cannot provide documentary evidence of my right to live and work in the UK and/or my visa or work permit is not renewed, an offer of employment may be rescinded and or my employment terminated without notice.
* Under the Rehabilitation of Offender Act failure to disclose any convictions, spent or otherwise will result in non-appointment and potential dismissal.
* Where the post for which I am applying requires me to work with children and/or vulnerable adults, I hereby agree to full disclosure about the existence of a criminal record, spent or otherwise.
* If I canvass anyone employed or otherwise connected with the employer in connection with my application, I will be disqualified from the selection process
* The data contained in this application is being held and processed in accordance with the Data Protection Act 2018 and I have received and understood the privacy notice for applicants.
* If I need any adjustments to participate in the selection process, I will contact the employer accordingly

|  |  |
| --- | --- |
| Signature  |  |
| If submitting electronically, please tick to indicate your agreement with the declaration  |  |
| Date  |  |

**Section 2 – application and selection data**

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Further/Higher Education** | **From**  | **To** | **Subject and qualification achieved/expected**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Education** | **From** | **To** | **Subject and qualification achieved/expected**  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Other courses/INSET** | **From** | **To** | **Subject and qualification achieved/expected**  |
|  |  |  |  |
|  |  |  |  |
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**Professional membership and status**

|  |  |
| --- | --- |
| Name of professional body |  |
| Membership status |  |
| Membership number |  |
| Date attained |  |
| Expiry date  |  |
| Date QTS status gained  |  |
| Date teaching probation induction completed  |  |
| If probation not yet completed, stage completed  |  |
| DFE Teacher reference number  |  |
| Institute for Learning Registration number |  |

**Employment history – current or most recent employment**

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Notice period required  |  |
| Basic salary/wage *(include pay scale point)* |  |
| TLR or allowance amount  |  |
| Reason for leaving  |  |

**Employment history – previous employment**

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

|  |  |
| --- | --- |
| Employer’s name  |  |
| Address |  |
| Job title  |  |
| Main duties *(if relevant, include number of staff responsible for, any budget responsibilities and any TLR duties)* |  |
| Employment start date  |  |
| Employment end date  |  |
| Reason for leaving  |  |

**Supporting information**

You are invited to give any additional information which you believe to be relevant to your application. For this section you should refer to the Person Specification and Job Description enclosed. Please include details of appropriate experience/competences and training both on a professional and personal level and a statement detailing why you think you should be considered for this post.

|  |
| --- |
|  |

**3. Equal opportunities / diversity monitoring data**

*The information you provide here will not form part of the recruitment and selection process and will not be seen by the short-listing panel.*

**Post details**

|  |  |
| --- | --- |
| Post title  |  |
| Advertised in  |  |

**Gender**

**Legal gender:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male  |  | Female  |  | Decline to specify  |  |

**Gender identifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male  |  | Female  |  | Non-binary/third gender  |  |
| Self-describe  |  | Decline to specify |  |  |  |

**Ethic origin**

|  |  |  |  |
| --- | --- | --- | --- |
| African |  | Other Mixed |  |
| Arab |  | Other White |  |
| Bangladeshi |  | Pakistani  |  |
| Caribbean |  | Traveller – Irish heritage  |  |
| Chinese  |  | White British |  |
| Gypsy/Roma |  | White Irish |  |
| Indian |  | White and Asian  |  |
| Other Asian |  | White and Black African |  |
| Other Black |  | White and Black Caribbean  |  |
| Other Category  |  | Decline to specify |  |

**Age**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-24 |  | 25-34 |  | 35-44 |  |
| 45-59 |  | 60-74 |  | 75+ |  |
| Decline to specify  |  |  |  |  |  |

**Employment**

|  |  |
| --- | --- |
| Are you currently in paid employment? | Yes / No / Decline to specify  |
| With Warrington UTC? | Yes / No / Decline to specify |

**Religion and belief**

|  |  |  |  |
| --- | --- | --- | --- |
| Agnostic  |  | Atheist |  |
| Buddhism |  | Buddhist-Hinayana  |  |
| Buddhist-Mahayana |  | Christian  |  |
| Christian-Orthodox  |  | Christian-Protestant  |  |
| Christian-Roman Catholic |  | Confucianism  |  |
| Hinduism |  | Islam-Shiite |  |
| Islam-Sunni |  | Jewish |  |
| Judaism-Hassidic |  | Judaism-Orthodox  |  |
| Judaism-Reformed  |  | Muslim |  |
| No religion |  | Pagan |  |
| Shintoism  |  | Sikhism |  |
| Taoism |  | Decline to specify  |  |

**Sexual orientation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heterosexual |  | Gay / lesbian |  | Bisexual  |
| Self-describe  |  | Decline to specify |  |  |

**Applicants with disabilities**

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled under the Equality Act 2010? | Yes / No  |

##### **Consent to Process Sensitive Data**

|  |
| --- |
| I give my consent to UTC Warrington recording and processing information about me in the following categories:* race and ethnic origin
* physical/mental health or medical condition
* criminal records (all posts will be subject to an enhanced DBS Check)

The information will be used for the following purposes only:* recruitment and selection administration
* vetting/checking suitability and fitness to work at UTC Warrington
* equal opportunities monitoring
* managing duties and obligations under the Disability Discrimination Act

I understand that this information will be used for the purposes set out in the statement above, and my consent is conditional upon UTC Warrington meeting its obligations and duties under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. |
| Signed: | Date: |

|  |
| --- |
| Any misrepresentation in connection with this application, any canvassing of a UTCW Board member or employee, or a failure to disclose a criminal offence in accordance with the provisions of the Rehabilitation of Offenders Act may result in disciplinary action including dismissal. Any offer of employment which may ensue from this application is subject to satisfactory references and a report from UTC Warrington’s Occupational Health Advisor, confirming medical suitability for the post. |
| **I confirm that the information I have given on this application form and additional sheets is correct.** |
| Signed: | Date: |