

Application for Employment

*LDE UTC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and our staff share in this environment.*

|  |  |
| --- | --- |
| **NAME:** |  |
| **POST APPLIED FOR:** |  |

Where did you first see this vacancy? (Please tick a box below)

□ National Press □ Local Press □ Education Publication □ Specialist Publication

□ FEjobs.com □ LDE UTC Website □ Staff Intranet □ Job Centre

□ NPW □ Jobs Go Public □ TES □ Teaching Vacancies – Gov.co.uk

□ Other (please specify) ……………………………………………………………………………………..

“Engineering success”

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| PERSONAL DETAILS |

**CONFIDENTIAL**

*The personal details on this page remain confidential throughout the shortlisting process. LDE UTC is committed to achieving equality of opportunity for all who work and study here, free from discrimination on the grounds of any protected characteristic.*

**Title:**

**Full name:**

**Address:**

**Postcode:**

**Home telephone number:**

**Daytime telephone number:**

**Mobile:**

**E-mail address:**

**Date of birth:**

**National Insurance number:**

**Any previous names:**

**Nationality:**

**Do you require a work permit or visa to work in this country? \_\_\_\_\_\_**

**If yes do you already have one? \_\_\_\_\_\_ Date of expiry:**

**If no have you applied for one? \_\_\_\_\_\_:**

**What date did you become resident in the UK?**

**If yes please let us know what, if any, adjustments you require for interview or assessment: \_\_\_\_\_\_\_**

**Car owner? \_\_\_\_\_**

**Current driving licence: \_\_\_\_\_**

**Are you related to any LDE UTC learners, employees or Governing Body? \_\_\_\_\_\_**

**If yes, please specify: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Following the 2023 KCSIE (*[*Keeping Children Safe in Education*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)*) update, and as part of our safeguarding obligations, LDE UTC will carry out an online search as part of our due diligence on shortlisted candidates. The online search will include a Google search and searches on social media platforms. Please note, the main purpose of this search is to see if there is any publicly avaliable information that calls into question the suitability of the candidate to work with children or threatens the reputation of our college should a candidate be appointed such as anti-social behaviour, images of an inappropriate nature, offensive or discriminatory remarks or behaviour, drug or alcohol misuse etc. These searches will be conducted alongside other KCSIE and safer recruitment checks. We respect the distinction between your public and private life and will approach this process with that understanding.*

*Please note that any relevant findings from these searches may be discussed during the interview stage.*

EDUCATION AND QUALIFICATIONS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School(s), Colleges(s) University(s) attended** | **F/T or P/T** | **Qualifications (GCSEs, NVQ’s, A Levels, Degrees etc.)** | **Date of award** | **Awarding body** | **Subject** | **Result/Grade** |
|  |  |  |  |  |  |  |

TRAINING

|  |  |  |
| --- | --- | --- |
| **Course Title/Content** | **Organising Body** | **Date** |
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| If applying for a teaching role, please state the qualification you have obtained: | | |
| Do you have a PGCE?  Do you have a QTLS?  Do you have a QTS? | Yes  Yes  Yes | No  No  No |
| Please provide your TRN/DfE number: |  | |
| If you are currently an ECT, are you on track to pass your ECT? | Yes | No |
| Should you be shortlisted for interview, you must provide your latest assessment report. | | |

**EXPERIENCE OF COMPUTER APPLICATIONS**

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| Please give details of any computer applications you have used |
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**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Employer: | Post Held: |
|  | Start Date: |
| Leaving Date: |
| Current/most recent salary: |
| Telephone Number: | |
| Reason for leaving: | |

Please give a brief description of the role and duties:

**PREVIOUS EMPLOYMENT**

**Please also give brief details of gaps in your employment history**

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| --- | --- |
| Name of Employer: | Post Held: |
| Address: | Start Date: |
| Leaving Date: |
| Current/most recent salary: |
| Telephone Number: | |
| Reason for leaving: | |

Please give a brief description of the role and duties:

|  |  |
| --- | --- |
| Name of Employer: | Post Held: |
| Address: | Start Date: |
| Leaving Date: |
| Current/most recent salary: |
| Telephone Number: | |
| Reason for leaving: | |

Please give a brief description of the role and duties:

|  |  |
| --- | --- |
| Name of Employer: | Post Held: |
| Address: | Start Date: |
| Leaving Date: |
| Current/most recent salary: |
| Telephone Number: | |
| Reason for leaving: | |

Please give a brief description of the role and duties:

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| **Supporting statement** |
| Please outline how your knowledge, skills and experience make you suitable for the position. Refer to the person specification. Preferably no longer than two sides of A4 in 10 point Calibri font text please. |
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| **INTERESTS/ LEISURE ACTIVITIES** |
| Please include membership of clubs, societies and positions of responsibility held, voluntary work undertaken etc. |
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| **REFERENCES** |
| Please give names and addresses of two referees, one of whom should be your present or most recent employer.  References will be taken up for short-listed candidates.  If you are invited for interview, may we approach your referees without further reference to you?’  Yes □ No □ |

|  |  |
| --- | --- |
| 1. Current /Last Employer Name: | 1. Employer Name: |
| Employer’s Job Title/Status: | Employer’s Job Title/Status: |
| Address: | Address: |
| Postcode | Postcode |
| Phone number | Phone number |
| Email address | Email address |
| Relationship to you | Relationship to you |

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| **DECLARATION OF OFFENCES** |
| If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences, giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.  Any offer of employment will be made **conditional** upon a satisfactory Enhanced DBS check including a Child and/or Adult’s Barred List information, where applicable to the role in question.The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults. More information on the DBS can be found [here](http://www.gov.uk/disclosure-barring-service-check).  **Please indicate if you are a member of the DBS Update Service: YES / NO**  LDE UTC’s Recruitment of Applicants with a Criminal Record Policy can be viewed [here](https://www.ldeutc.co.uk/downloads/content/Policies/LDE%20UTC%20Safer%20Recruitment%20Policy%20-%20Dec%202022.pdf). |

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| **CONFIRMATION OF DETAILS** |
| I hereby confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I understand that any offer of employment is strictly subject to satisfactory references, medical clearance, Disclosure and Barring Service checks and other KCSIE and safer recruitment checks, and that any false statement would render me liable to termination of employment. I understand that the information given in this application will be held on computer and processed in accordance with the Data Protection Act 2018 and that I consent to the processing of such information for employment purposes. I have read and signed the statement of data protection and data processing.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **COMPLAINTS** |
| If you feel that you have been treated in an unfair or unlawful way at any stage of your application, you should contact the Head of Human Resources |

**STRICTLY CONFIDENTIAL**

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| *Name:* |
| *Date of Birth:* |
|  |

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| Post Reference; |
| Post Title: |

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| LDE UTC has an Equal Opportunities Policy which covers all areas of employment, including recruitment and selection. In order to ensure the effectiveness of our policy we require the following information, which will be treated as confidential and used for monitoring purposes only. |

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| PLEASE TICK APPROPRIATE BOXES   1. Are you: Male □ Female □ Prefer not to say □ Other □ 2. How would you describe your ethnic origin:   Asian/Asian British □ White □  Asian/Asian British – Bangladeshi □ White British □  Asian/Asian British – Indian □ White – Irish □  Asian/Asian British - Pakistani □ White – any other white background □  Asian/Asian British – Chinese □ Mixed/Multiple Ethnic Group □  Asian/Asian British – other Asian background □ Mixed – White & Asian □  Black/Black British - African □ Mixed – White & Black African □  Black/Black British – Caribbean □ Mixed- White & Black Caribbean □  Black/Black British – Other Black Background □ Other Ethnic Group – any other mixed background □  Prefer not to say □    How would you describe your How would you describe Religion or Belief:  marital status: your sexual orientation: Agnostic □ Islam □  Athesist □ Judaism □  Married (different sex) □ Bisexual □ Buddhism □ Sikhism □  Married (same sex) □ Gay/Lesbian □ Catholic □ Other □  Civil Partner □ Heterosexual/Straight □ Christianity □ No Religion □  Single □ Non-binary □ Hinduism □ Prefer not to say □  Other □ Transgender □ Humanist □  Prefer not to say □ Prefer not to say □   1. Disability   The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”. An effect is long-term if it has lasted or is likely to last more than 12 months.Please note that this question is being asked in order to enable us to monitor diversity in the range of persons applying to us for employment. Any answer you give is used for monitoring purposes only and as with the rest of this from is not seen by those responsible for selection or appointment of candidates.  Do you consider you have a disability under the Equality Act 2010? Yes □ No □ Prefer not to say □  Please tick all of the boxes which are appropriate:  Cancer □ Temporary disability following illness □  Diability affecting mobility □ Visual Impairment □  Hearing Impairment □ Other disability □  HIV Infection □ Other medical condition □  Mental ill health □ Other physical disability □  Mulitple disabilities □ No disability □  Mulitple Sclerosis □  Profound/complex disabilities □  Speech Impairment □ |

**“We aim to be recognised for outstanding teaching and exceptional customer service”**

**Safeguarding**

LDE UTC is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and we expect all staff to share this commitment.

The post you are applying for is classed as having a high degree of contact with children and/or vulnerable adults and involves “regulated activity”. As such it is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children or vulnerable adults.

All post holders are subject to the necessary pre-employment checks, including a satisfactory Enhanced DBS check and a Child and/or Adult’s Barred List information check, where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

LDE UTC’s Safeguarding and Child Protection Policy is available to view [here](https://www.ldeutc.co.uk/downloads/content/Policies/LDE%20UTC%20Safeguarding%20Policy%20-%20Feb%202024.pdf).

Following successful interview, LDE UTC will carry out the necessary prohibition checks for all teaching staff.

**Statement on Data Protection and Data Processing**

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses and the government and is the UK’s implementation of the General Data Protection Regulation.

As part of LDE UTC’s management processes, and in order for LDE UTC to process your application, LDE UTC processes personal, special category and criminal records data in accordance with its Data Protection Policy and the Data Protection Act 2018.

Personal information contained within the application will only be used in relation to the post(s) applied for and no other purpose. The information will be kept confidentially by LDE UTC and only used by the interview panel and Human Resources Department for the purposes of selecting the best candidate for the vacancy.

LDE UTC collects and keeps information from applicants, so that we are able to contact them, to use in shortlisting and selection processes, and for equal opportunities monitoring purposes. We will not keep any details of your application unless you are appointed to the post. All other information related to your applications is disposed of confidentially within six months of the interview date for the vacancy.

If you are appointed to the post, LDE UTC will maintain your information collected for pay, contract and management purposes, and not for any other purpose. Information will be held in paper and electronic form in accordance with the LDE UTC’s Data Protection Policy, which is issued to all employees. You have the right to request to see, and if necessary update or correct, the information held about you by LDE UTC.

Processing of this application is conditional upon you signing your agreement to the processing of data for the purposes stated above.

LDE UTC also requires that you clarify that all the information in your application form is accurate and true by submitting an electronic signature. To clarify your application please provide an electronic signature (type your name) in the space provided below.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_