**Application Form – Temporary Workers**

Please complete all sections of the application form.

CV’s will not be accepted

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| **Application Details** | |
| Application for the post of |  |
| Vacancy Reference |  |

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| **Personal Details** | |
| Preferred Title | Choose an item. |
| Forename(s) |  |
| Surname |  |
| Address | |
| House Name |  |
| Number / /Street |  |
| Local Area |  |
| Post Town / City |  |
| County |  |
| Postcode |  |
| Contact Details | |
| Email Address |  |
| Telephone Number |  |

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| **Personal Information** | |
| National Insurance Number |  |
| Date of Birth |  |

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| **Additional Information** | |
| Have you ever used any surname other than your current surname? | Choose an item. |
| If yes, please provide further details |  |
| Do you currently have the right to legally live and work in the UK? | Choose an item. |
| If this is limited, please provide full details of your current immigration status, renewal dates and any other relevant information |  |

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| Are you related to any employee or Governor of the College? | Choose an item. |
| If yes, please provide further details |  |

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| **Educational and Professional Qualifications** | |
| Name |  |
| Dates Attended |  |
| Qualification Type |  |
| Subject /Qualification Name |  |
| Grade / Level Achieved |  |
| Date Achieved |  |

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| Name |  |
| Dates Attended |  |
| Qualification Type |  |
| Subject /Qualification Name |  |
| Grade / Level Achieved |  |
| Date Achieved |  |

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| Name |  |
| Dates Attended |  |
| Qualification Type |  |
| Subject /Qualification Name |  |
| Grade / Level Achieved |  |
| Date Achieved |  |

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| Name |  |
| Dates Attended |  |
| Qualification Type |  |
| Subject /Qualification Name |  |
| Grade / Level Achieved |  |
| Date Achieved |  |

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| Name |  |
| Dates Attended |  |
| Qualification Type |  |
| Subject /Qualification Name |  |
| Grade / Level Achieved |  |
| Date Achieved |  |

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| Name |  |
| Dates Attended |  |
| Qualification Type |  |
| Subject /Qualification Name |  |
| Grade / Level Achieved |  |
| Date Achieved |  |

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| **Membership of Professional Bodies, Societies or Institutes** |
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| **Professional and Occupational Training** | |
| Date |  |
| Organising Body |  |
| Course attended or qualification gained |  |
| Duration |  |

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| Date |  |
| Organising Body |  |
| Course attended or qualification gained |  |
| Duration |  |

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| --- | --- |
| Date |  |
| Organising Body |  |
| Course attended or qualification gained |  |
| Duration |  |

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| --- | --- |
| Date |  |
| Organising Body |  |
| Course attended or qualification gained |  |
| Duration |  |

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| --- | --- |
| Date |  |
| Organising Body |  |
| Course attended or qualification gained |  |
| Duration |  |

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| Date |  |
| Organising Body |  |
| Course attended or qualification gained |  |
| Duration |  |

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| **Teaching Posts Only** | |
| DfEE Ref no. |  |
| IfL membership number |  |

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| **Employment** | |
| Please list your full employment history, starting with the most recent. Please ensure there are no gaps: | |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |
| What is your current notice period? |  |

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| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |
| **Employment continued** | |

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| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| --- | --- |
| Job Title |  |
| Company Name |  |
| Start date |  |
| End Date |  |
| Responsibilities |  |
| Reason for leaving |  |

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| **References** |
| Please give the names and addresses of two past employment referees, one of which must be your current or most recent employer. The second should be your next most recent employer.  If you are in or have just completed full time education, one referee should be from your educational establishment. |

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| **Referee 1 – Your current/most recent employer** | |
| Name |  |
| Position in Company |  |
| Company Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Telephone Number |  |
| Relationship to you |  |

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| **Referee 2** | |
| Name |  |
| Position in Company |  |
| Company Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Telephone Number |  |
| Relationship to you |  |

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| **Declaration** |
| In line with Keeping Children Safe in Education (KCSiE), references are requested following shortlisting and prior to interviews taking place. Are you happy for references to be requested at any stage of the process? |
| Choose an item. |

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| **Safeguarding children, young people and vulnerable adults** |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Luminate Education Group is committed to safeguarding children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced Disclosure and Barring Service (DBS) check. |

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| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? |
| Choose an item. |

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| If yes, please provide further details below |
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| Are there any other matters that may be relevant to your suitability to work for the College? If yes, please provide further details below  (There is no obligation to disclose a protected caution or conviction as defined by the Exceptions Order 1975 \* or any circumstances ancillary to that protected caution or conviction). \* As amended by the 2013 Exceptions Order |
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| **Supporting Statement** |
| Please use the space below to write your supporting statement.  You should refer to the Job Description and Person Specification which are available with the documents on the job advert. However, if you do not have access to these please let us know and we can send you copies.  You will be scored against the Person Specification so please ensure you provide answers for any criteria that state the method of assessment as ‘A’ for Application.  Please demonstrate your ability to meet the requirements of the post by giving clear and concise examples of your relevant experience, skills and knowledge.  **Please do not exceed 1000 words**  **Please do not declare any personal information i.e. your name, in your supporting statement.** |

Please type here

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| **Declaration** | |
| I confirm that all information provided on this application form is complete and accurate and I understand that deliberately giving false or incomplete information would disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal.  I understand that all details provided on this application form will be entered onto the college computer system and will be stored and processed within the provisions of the Data Protection Act 1998, GDPR and the college’s privacy statement (all GDPR documents are visible here: <https://luminate.ac.uk/statutory-information/> )  I understand that any offer of employment is subject to satisfactory pre-employment checks including satisfactory references, medical clearance (where required/necessary), proof of right to work in the UK, validation of qualifications and an Enhanced DBS certificate. | |
| Signature |  |
| Date |  |