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| **JAMES CALVERT SPENCE COLLEGE APPLICATION FORM**  **Please read the guidance notes. You must not alter the design or layout of this form in any way.** | JC main logo colour  Strapline |
| **Post applied for:** |
| **Vacancy Number:** |

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| **PERSONAL DETAILS** | | |
| **Surname:** | **First name(s):** | |
| **Former or changed name(s):** | | |
| **Date of Birth:** | | **Current Address:** |
| **National Insurance Number:** | |
| **Home Tel:** | |
| **Mobile Tel:** | |
| **Work Tel:** | |
| **Email:** | | |
| **Do you consider yourself to have a disability?** | | |
| **Please tell us about any reasonable adjustment you need to help you with your employment application** |  | |
| **Please tell us about any reasonable adjustment you need to help you do the job for which you are applying** |  | |
| **If you are applying for a post open to job share please indicate how you wish to work by ringing one of the following:**  **FULL TIME ONLY JOB SHARE ONLY EITHER** | | |

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| **RELATIONSHIPS & CANVASSING** |
| Please declare any family or close relationship with an existing JCSC employee or governor (refer to guidance notes):  CANVASSING OR NON-DECLARATION WILL DISQUALIFY APPLICANTS |

**ACTION FOR EQUALITY**

James Calvert Spence College aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age (within the context of normal retirement age) or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We are committed to safeguarding children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **CURRENT EMPLOYER (OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER)** | | | | | | | | |
| **Employer’s Name and address:** | | | | **Position held:** | | | | |
| **Date started:** | | | | |
| **Date finished:** | | | | |
| **Reason for leaving:** | | | | |
| **Salary:** | | | | |
| **Other benefits:** | | | | |
| **ALL PREVIOUS EMPLOYMENT since leaving school including voluntary work.**  **Please list most recent first** | | | | | | | | |
| **From** | **To** | **Name and address of employer** | | **Position held** | | | **Reason left** | |
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| **EDUCATIONAL, VOCATIONAL TRAINING & QUALIFICATIONS relevant to the position**  **Please list most recent first** | | | | | | | | |
| **From** | **To** | **Establishment** | **Examinations, qualifications, grades and achievements** | | | **Awarding body** | | **Date of award** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES relevant to the position** | | | | | | | | |
| **Name of professional body** | | | | | **Reference/membership number** | | | |
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| **FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (please refer to guidance notes)** |
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| **OTHER RELEVANT ACHIEVEMENTS, INTERESTS & HOBBIES** |
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| **REFERENCES** | | | |
| Please provide the details of two referees. One must be your current employer or, if you are currently out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). References from friends or purely social acquaintances are not acceptable. Please note that statutory guidance for jobs working with children is that references should be taken up prior to interview and therefore requests not to contact the referee prior to interview may affect whether you will be shortlisted. | | | |
| 1 | **Name:** | 2 | **Name:** |
| **Position:** | **Position:** |
| **Relationship:** | **Relationship:** |
| **Address:** | **Address:** |
| **Telephone No.** | **Telephone No.** |
| **Email:** | **Email:** |
| **Permission to contact prior to interview:** | **Permission to contact prior to interview:** |
| **CRIMINAL RECORDS** | | | |
| Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant. A letter X in the vacancy number indicates that the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts the successful candidate will be required to disclose any ‘spent’ convictions and any offer of appointment is conditional upon the successful candidate producing an acceptable Criminal Records disclosure.  **CRIMINAL RECORDS DECLARATION – FOR POSTS MARKED WITH AN X IN VACANCY NUMBER ONLY**  I confirm that **I am not** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.  **SIGNED:**  **DATE:**  I confirm that **I am** on Section 142 of the Education Act, and/or disqualified or barred from working with children and/or vulnerable adults, or have been subject to sanctions imposed by a regulatory body and/or have ‘spent’ or ‘unspent’ convictions, cautions, reprimands, warnings or bind-overs and have attached details in a sealed envelope marked ‘’private and confidential – appointing officer only’’.  **SIGNED:**  **DATE:** | | | |
| **DECLARATIONS** | | | |
| I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for the County Council to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **SIGNED:**  **DATE:**  **NB - If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.** | | | |