

Ullswater Community College

CONFIDENTIAL



Information for applicants

Please read these guidance notes before completing your application

1. Please type or use black ink to complete this application form
2. Please e-mail your application to hr@ullswatercc.co.uk or return it to Sue Denyer, Headteachers PA and School Admin Lead, Ullswater Community College, Wetheriggs Lane, Penrith, CA11 8NG

Please note that canvassing of any Ullswater Community College staff or governors, either directly or indirectly, will result in disqualification.

1. Vacancy details

Which post are you applying for?

Where did you see the post advertised?

2. Personal details

Last name:	Title:
First Name:	
Address:	Address for correspondence (if different):
Post code:	Post code:
Mobile phone:	Home phone:
E-mail address:	
National insurance number:	

Declaration

I declare that the information contained in this application form is accurate and correct, and that I agree to provide further pre-employment information when requested.

Applicant's signature:	Date:
------------------------	-------

3. Education

Please note: If you are successful in your application, you will be asked to provide original documentation of your educational qualifications (add additional rows if necessary)

Secondary school attended (with location)	Dates attended (From – To)	List of qualifications and grades	Date awarded

College/university attended	Dates attended (From – To)	List of qualifications and grades	Date awarded

4. Professional training and development

Please list any other training and professional development relevant to the post applied for (e.g. PGCE, QTS)

Establishment / Provider	List of qualifications and grades	Date awarded

5. Teaching applicants only

DfE teacher reference number:		
Do you have QTS status?	Yes / No*	If Yes, date QTS gained:
Probation induction completed?	Yes / No*	

6. Employment history

Please provide the following details about your current (or most recent) employer. We cannot accept CVs.

Name of current or most recent employer:			
Address of current or most recent employer:			
Job title:			
Dates of employment	From:	To:	Full time Part time
Current salary and scale point:		Notice required:	
Reason for leaving/applying for this vacancy:			
Brief description of duties:			

Please provide the details about your previous employers (add additional rows if necessary)

Name and address of organisation	Job title	Brief description of duties	Dates from/to	Full or part time

7. Employment gaps

Please indicate any gaps in your employment history below. These will be discussed if you are invited to interview (add additional rows if necessary).

Start date	End date	Reason for employment gap

8. References

Please provide the names and addresses of two referees, one of whom should be your current or most recent employer (for teaching applicants, this should be the Headteacher) or your College Headteacher if you are a newly qualified teacher, or your current/last employer. For Teaching staff - If you are selected for interview we will contact referees

Referee 1	Referee 2
Name:	Name:
Job title:	Job title:
Address:	Address:
E-mail:	E-mail:
All reference requests are sent via e-mail, it is therefore essential that you provide an e-mail address for both of your referees	
Telephone number:	Telephone number:

Non-teaching applicants: do you agree to references being taken up before interview

Referee 1	Yes / No*	Referee 2:	Yes / No*
------------------	------------------	-------------------	------------------

9. Supporting Statement

You should tailor your statement to the job you are applying for by researching the background details of the post (given in the person specification and job description) and demonstrating how your own skills, experience and knowledge answer the requirements we have listed.

Additional Questions

a. Right to work in the UK

Ullswater Community College will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

Are you a UK national and have the right to work in the UK? Yes / No*

*delete as appropriate whenever an asterisk occurs

If you answered **Yes** to the above question, on what basis do you have the right to work in the UK?

UK citizen	Yes / No*	Graduate visa	Yes / No*
EU settled status	Yes / No*	Youth mobility visa	Yes / No*
Skilled worker visa	Yes / No*	Other	Yes / No*

Do you require sponsorship (previously a work permit)? Yes / No***b. Overseas working**

If you have lived or worked outside of the UK in the last 5 years then we will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? Yes / No*

c. Applicants with disabilities

Ullswater Community College is an Equal Opportunities employer and we promise that no applicant will be treated unfairly because of their sex, race, marital status, disability or age. Disabled applicants who meet the essential criteria will be interviewed.

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

If yes, please list any reasonable adjustments you would like us to make:

During the interview:

When carrying out the role for which you are applying:

d. Relationships

Please give the name and office or job title of any Governor or member of staff at the College with whom you have a close relationship. Please note that canvassing of any Ullswater Community College Officers or Governors – either directly or indirectly – will result in disqualification of the candidate:

--

Disclosure and Barring and recruitment checks

Appointment to this post is subject to the satisfactory completion of Disclosure and Barring Service and Right to Work in the UK checks and satisfactory references.

Ullswater Community College is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Short-listed applicants will be asked for a self-declaration of their criminal record and/or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. An online check will be carried out on short-listed applicants.

Applicants are referred to our Child Protection and Safeguarding Policy and Statement on the Employment of Ex-Offenders, which can be found on the school website (<https://ullswatercc.co.uk/policies/>).

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Data Protection Notice

This form asks you to provide us with personal data. We will only use this data in line with data protection legislation and will process it for one or more of the following reasons, as permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

Details of how we use and keep the information you provide on this application form can be found in our Privacy Notice, which is available on the school website (<https://ullswatercc.co.uk/policies/>).