



DUCHY COLLEGE

HARROGATE

Application Form

Please state position applied for:

We believe that the School has a legitimate legal basis in collecting the following information in order to fully consider your application to the School. The information you provide will be treated confidentially and kept securely. Please complete the application form in ink or type. Thank you.

Personal Details

Surname (plus any former surnames)	Preferred Title (eg Mr Mrs Miss Ms Dr)
Forename(s)	DfES Number, if Teacher
Address	
Tel No (Home)	Tel No (Work)
Tel No (Mobile)	May we contact you at work?
Email	
Please declare any family or close relationships with existing employees or associates of College	How did you hear about this position?

Referees

Please complete both boxes. Referees should not be related to you. For those applicants who are working with or have worked with children, referees will be asked to comment about disciplinary offences relating to children, current or expired.

Referee 1 (from present or latest employer)	Referee 2 (preferably another employer)
Name	Name
Job Title	Job Title
Company	Company
Address	Address
Tel No	Tel No
Email	Email
May we approach if called for interview?	May we approach if called for interview?

Present or Most Recent Employer

Name and address	Position held <u>with</u> <u>salary</u>	Date appointed	Reason for leaving (if applicable)
Date left or notice required:			
Write a brief description of your present (or most recent) duties and responsibilities:			

Previous Employment

Please show most recent employer first and **account for any gaps in your employment history** (this is essential for our safer recruiting duty)

Name and address of employer	Position held	Main duties and responsibilities	Date appointed, date left and reasons for leaving

Education, Qualifications & Membership of Professional Associations

Please give details of your education and qualifications obtained. This includes any qualifications for which you are studying now. At interview, you will be required to prove you have obtained these qualifications.

Name of school, college, university or professional association	Name of course	Dates	Qualifications and grades achieved

Training

Please give details of any training programme you have followed. Include any on-the-job training as well as formal training courses. There is no need to mention courses listed in the section above.

Title of training programme/course and brief description	Dates started/completed

Relevant Skills and Competencies

Please add below details of any special skills, experience or qualification which make you particularly suited to this post. These may have been gained from your work experience or any voluntary or community work or any other organisation you have been involved with. Please ensure that the information you provide demonstrates all the qualities detailed in the description of this job.

Please use separate sheet if required

Details of online profile – *Keeping Children Safe in Education (KCSIE)* requires schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- The social media platforms on which you have accounts;
- The account names/handles for all your social media accounts including any under a nickname or pseudonym;
- Any websites you are involved with, or featured on or named on; and
- Any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role we may carry out an online search based on the information you provide within the application form. If we carry out a search we will also search more widely for any other online information about you

You are NOT required to provide account passwords or grant the school access to private social media account. If you are not shortlisted for the role, online searches will not be carried out on you.

Platform e.g. Instagram, Facebook, X, website	Account name Eg @jsmith

Declarations

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.

Please attach, in a sealed envelope marked confidential, any information pertaining to the above.

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application.

I can confirm that I am not included on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I confirm that I have read the School’s Staff Privacy Notice and that I understand how my personal information will be processed.

I consent to you approaching the referees stated on this form should it become necessary.

Signed: Date:.....

Please return your completed form to:
 By E-mail: recruitment@hlc.org.uk
 Or by post: Liz Pugh, HR Manager,
 Duchy College, Clarence Drive, Harrogate HG1 2QG

For more information, visit our website: www.hlc.org.uk. or Telephone: 01423 504543