



Job Application Form

Which Job Are You Applying For?

Data Protection Notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

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

You'll find more information on how we process your data in our Privacy Notice for Applicants at www.trinityspecialistcollege.co.uk

Disclosure and Barring and Recruitment Checks

The 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's 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.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the College's privacy notice.

Do you have a DBS Certificate? Yes No Date of check:.....

If you have lived or worked outside of the UK for 3 months or more in the last 5 years, the College 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 for 3 months or more in the last 5 years? Yes No

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

We will not ask for any criminal records information until we've received the results of the DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Right to Work in the UK

The 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.

Sign and Date

Name (please print)

Signature:

Date:

1. Instructions

Please complete all sections in this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively

Applications will only be accepted if they are completed in full.

Please return your completed application form to:
recruitment@trinityspecialistcollege.co.uk or if by post: The Lindridge, Lindridge Road, Sutton Coldfield, West Midlands, B75 7JB

2. Personal Details

Personal Details	
First Name	
Surname	
Preferred title	
Previous Surnames	
If you prefer to be called by a name other than the one listed above, please specify	
Contact Details	
Address	
Postcode	
Home phone	
Mobile phone	
Email Address	
Disability and Accessibility	
<p>The College is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:</p>	

Relationship to Trinity Specialist College

Please list any personal relationships that exist between you and any of the following members of the College community:-

- Trustees
- Directors
- Staff
- Students/Learners/Service Users

If you have a relationship with any of the above, this does not necessarily prevent them from acting as a referee for you.

Name, relationship and role at College:

3. Employment History

Current Employment Details				
Job title				
Employer details (name, address, email and/or telephone number)				
Dates Employed				
Permanent or Temporary				
Part-time or full-time				
Salary (including benefits)				
Description of responsibilities				
Previous Employment (including voluntary work if any)				
Please give the latest first. Please explain any gaps in employment history				
Dates employed	Name and address of employer	Job title	Description of responsibilities	Reason for Leaving

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4. Education and Training

Education and Qualifications			
Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications			
Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)	

Training and Professional Development			
Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application			
Course dates and length of course	Course title	Qualification obtained	Course Provider

Teacher Status	
Teacher Reference Number	
Do you have QTS? Please give your QTS Certificate Number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order or interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

Information in Support of your Application

Please explain how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. You may wish to discuss additional skills and special interests.

When would you be available to start work for us?

5. References

Please give the names and contact details of two people who are able to comment on your suitability for this post. One must be your current or last employer. If you haven't previously been employed, please provide details of another suitable referee.

Friends or relatives would not be considered appropriate as a referee.

The College reserves the right to seek any additional references we deem appropriate.

Please note that no approach will be made to your present employer without your permission; however we will request a reference from your previous employer prior to interview.

Please let your referees know that you've listed them as a referee.

Reference 1

Name	
Position/Job Title	
Relationship to you	
Address and postcode	
Contact number	
Email address	
Is this your current employer?	
May we approach this employer for a reference prior to interview?	Yes/No

Reference 2

Name	
Position/Job Title	
Relationship to you	
Address and postcode	
Contact number	
Email address	
Is this your current employer?	

If either of your referees knows you by a different name, please state:

Trinity Specialist College

Revised: March 2019

EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job and volunteer applicants, workers, associates and students are treated equally and not discriminated against. To assess whether our policies are effective and whether we're complying with relevant legislation, we need to know the information below. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

This information will not be used during the selection process. It will be used for monitoring purposes only.

What is your date of birth:.....

What is your sex? Male Female

How would you describe your nationality and/or ethnicity (please tick)?

<p>A White:</p> <p>British - English, Scottish or Welsh <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/></p>	<p>B Mixed race:</p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background <input type="checkbox"/></p>	<p>C Asian or Asian British:</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p>
<p>D Black or Black British:</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p>	<p>E Chinese or other ethnic group:</p> <p>Chinese <input type="checkbox"/></p> <p>Other ethnic group <input type="checkbox"/></p>	

Is your age between (please tick):

16-24	<input type="checkbox"/>	25-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60 or over	<input type="checkbox"/>

Do you identify as the gender you were assigned at birth? Yes No Prefer not to say

How would you describe your sexual orientation (please tick)?

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

How would you describe your religion?

My religion is:

Prefer not to say

I am not religious

Are your day to day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		<input type="checkbox"/>

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'

- Physical impairment
- Sensory impairment
- Learning difficulty/disability
- Long-standing illness
- Mental health condition
- Developmental condition
- Other

Where did you hear about this job/volunteer opportunity (please tick)?

Newspaper (please specify which one)	<input type="checkbox"/>	Friend	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
.....				
