

Human Resources Team

Buckinghamshire College Group

Oxford Road

Aylesbury, Bucks, HP21 8PD

Tel: 01296 588511

www.buckscollegegroup.ac.uk

**PART A HR Ref: Job Title:**

**Please read all the information and guidance notes before you complete this form. Please email your completed form to** [**humanresources@buckscollegegroup.ac.uk**](mailto:humanresources@buckscollegegroup.ac.uk) **or post it to the Human Resources Team at the above address.**

1. **Personal Information**

|  |  |
| --- | --- |
| Title:  (E.g. Mr/Mrs/Miss/Ms/Mx/Dr): |  |
| First name(s): |  |
| Surname: |  |
| Previous surname(s): |  |
| Address (including post code): |  |
|  |
|  |

1. **Contact Details**

|  |  |  |
| --- | --- | --- |
|  | **Daytime** | **Evening** |
| Telephone |  |  |
| Mobile |  |  |
| Email |  |  |

1. **Other Information** \*Delete as appropriate

|  |  |
| --- | --- |
| * Your job may require you to have access to a car to carry out your duties (see person specification). Would this present any difficulty for you? * Do you have any connections with any Governor or employee of Buckinghamshire College Group? * Do you hold any other appointment with the College that would continue if you were appointed to this job? * Under the Working Time Regulations 1998, you should not work more than 48 hours a week. Do you plan to undertake work for other employers or with Buckinghamshire College Group which would cause a breach of these regulations? * Have you ever been subject to or received any formal warnings in your current/previous employment e.g. disciplinary? | Yes/No\*  Yes/No\*  Yes/No\*  Yes/No\*  Yes/No\* |
| **If you have answered ‘yes’ to any of the above questions, please give details** | |

1. **References**

You must provide referees from your last two jobs/occupations (employers/educational establishments/voluntary organisations). The person you name must hold a managerial position in that organisation and have access to your records.

If you do not give permission for your current employer to be contacted, you must give an alternative relevant referee to allow for one reference to be available to the interviewing panel. If you are recommended for appointment, we will require you to provide your current employer as a referee at that stage. If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require a reference from your last employer.

|  |  |
| --- | --- |
| **Contact Name** | **Contact Name** |
| **In what capacity do you know them?** | **In what capacity do you know them?** |
| **Job Title** | **Job Title** |
| **Address** | **Address** |
|  |  |
|  |  |
|  |  |
| **Telephone no** | **Telephone no** |
| *(The Email address is essential in order to speed up the recruitment process)* | *(The Email address is essential in order to speed up the recruitment process)* |
| **E-mail:** | **E-mail:** |
| **I agree to this reference being taken prior to any interview.**  **YES NO** | **I agree to this reference being taken prior to any interview.**  **YES NO** |

|  |
| --- |
| 1. **Criminal Convictions – Rehabilitation of Offenders Act 1974**   **Buckinghamshire College Group holds as one of its highest priorities the health, safety and welfare of all its children, young people and vulnerable adults involved in courses or activities which come under the responsibility of the College.**  Buckinghamshire College Group aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).  As Buckinghamshire College Group meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of prosecutions, cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any unspent conditional cautions or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You are required to declare any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.** Failure to disclose this information could result in disciplinary action, or dismissal by the College and may lead to criminal proceedings.  The amendments to the Rehabilitation of Offences Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website; https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide  Cautions or convictions which are eligible for filtering will automatically be removed from DBS checks at the time a DBS application is made. It is important therefore, to know whether your offence will be filtered to ensure that you do not disclose it to an employer if, legally, you do not need to.  I have read the above notes on Criminal Convictions and agree to a Disclosure Check being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and consequently, no criminal conviction, caution or reprimand may be considered ‘spent’.  **Please tick as appropriate:**  I **do not** 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 and 2020)  I **do** have 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 and 2020) and now provide details in a sealed envelope to the Executive Director of Human Resources.  Buckinghamshire College Group abides by the Disclosure and Barring Service Code of Practice, a copy of which is available on request or visit [www.gov.uk](http://www.gov.uk) |

**Guaranteed Interview Scheme**

Buckinghamshire College Group is committed to the employment and career development of people with disabilities. As an example and to demonstrate our commitment we have applied for and have been awarded the ‘Two Ticks’ Disability Symbol by Jobcentre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

**What do we mean by disability?**

The Equality Act 2010 defines a person with disabilities as someone who has a physical or mental impairment that has a substantial and adverse long term effect on his or her ability to carry out normal day-to-day activities.

**How do I apply?**

Simply complete this section read the declaration below and sign.

|  |
| --- |
| Please give details of your disability: |
| Are there any arrangements that may be required to be made should you be invited for interview? |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with people without disabilities.

**DECLARATION**

|  |
| --- |
| I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Any false declaration of a disability to obtain an interview will invalidate any contract of employment.

**4. Monitoring Equality and Diversity in Employment**

We have a Diversity, Equality, Wellbeing and Inclusion Policy (DEWI) which aims to make sure that we treat everyone fairly, and ensure that everyone is selected on merit, according to their skills, abilities and aptitudes. To help us monitor this Policy, please answer the questions below. We will treat in confidence the information you supply. This information is not provided to the hiring manager at any stage of the recruitment process.

|  |  |
| --- | --- |
| Title of position for which you are applying: | |
| Job reference number: | |
| Your full name: | Title: |
| Gender: *(please specify)* | Date of Birth: |
| National Insurance Number: | IFL Number *(For teaching and assessing posts)*: |

|  |  |
| --- | --- |
| **Ethnic Origin**  *(Please highlight or tick next to as appropriate)* | |
| Asian or Asian British - Bangladeshi | Mixed White and Asian |
| Asian or Asian British – Indian | Mixed White and Black African |
| Asian or Asian British – Pakistani | Mixed White and Black Caribbean |
| Any Other Asian/Asian British Background | Any Other Mixed Background |
| Black or Black British – African | White British |
| Black or Black British – Caribbean | White Irish |
| Any Other Black/Black British Background | Any Other White Background |
| Chinese | Any Other |
| **Religion**  *(Please highlight or tick next to as appropriate)* | |
| Buddhist | Muslim |
| Catholic | Sikh |
| Christian | Other |
| Hindu | No Religion |
| Jewish | Prefer not to say |
| **Sexual Orientation**  *(Please highlight or tick next to as appropriate)* | |
| Bisexual | Lesbian |
| Gay | Transgender |
| Heterosexual | Prefer not to say |
| **Do you consider yourself to have a disability?**  *(Please highlight or tick next to as appropriate)* | |
| Yes | No |

The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **How did you find out about this job?**  *(Please highlight or tick next to as appropriate)* | | | | | |
| Friend: | Newspaper: (Please specify) | Colleague: | Email: | Website: (Please specify) | Other: (Please specify) |

**PART B HR Ref: \_\_\_\_\_\_\_\_\_\_\_\_**

1. **Post Details**

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| --- | --- |
| **Job Applied For:** | **(For Teaching, Training or Assessing Posts only)**  **IFL Number:**  **Current certificate – issue date:** |

1. **Employment History**

Please give details of your career history in date order starting with the most recent. You must list **all** employment, career breaks, periods of unemployment, education and voluntary work since leaving school - without any gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisations name and location** | **Dates to nearest month** | | **Your role** | **Reason for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

1. **Current or most recent employment/voluntary work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of organisation** | **Post held** | **Salary** | **Date of appointment** |
|  |  |  |  |
| **Length of notice** | **Reason for leaving** | |
|  |  |  |
| **Brief summary of responsibilities and duties:** | | | |

1. **Education**

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| --- | --- | --- | --- |
| **Names of school(s) college(s) university or equivalent attended** | **From** | **To** | **Full or Part-Time** |
|  |  |  |  |
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1. **Educational and professional/specialist qualifications and training relevant to this post.**

*Please use an additional sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Examining Body** | **Subject(s)** | **Level/Grade Achieved** |
|  |  |  |  |
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1. **Additional Information**

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| --- |
| With this application form you will have received a **person specification found on the job description** describing the skills and attributes we require for the post for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the post. It will help the shortlisting process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience. (If you are applying for a part time or variable hours post it would be helpful if you could indicate your general availability below.) |

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| --- |
| 1. **Data Protection Act 1998: Assurance of Fair Processing:**   Personal data supplied on this form may be held on computerised and manual records. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details with your consent to organisations or individuals with whom we consult regarding human resource related matters, e.g. Occupational Health Advisor.  We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |

**DECLARATION**

I declare that, to the best of my knowledge and belief, the information given on this application form and any accompanying documents supplied with it is correct. I understand that any subsequent contract of employment with Aylesbury College will be made only on this basis, and that, if I falsify or deliberately omit any relevant information this could result in disciplinary action including dismissal.

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be asked to provide the appropriate documentation.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you lobby Governors or employees of Buckinghamshire College Group, either directly or indirectly, in connection with your application you will be disqualified.**

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| --- |
| **When completed, please return to:-**  **HR Team,**  **Buckinghamshire College Group,**  **Oxford Road,**  **Aylesbury, Buckinghamshire**  **HP21 8PD**  **or e-mail to humanresources@buckscollegegroup.ac.uk** |