

Confidential



For HR use only
Notes (for HR Vetting purposes only)

Initial vetting complete Signed: _____

Application for Employment

Bishop Auckland College is committed to the safeguarding and the welfare of all learners and any offer of employment will be subject to receipt of a satisfactory DBS disclosure and other relevant checks

Bishop Auckland College is committed to promoting diversity, inclusion and equality of opportunity.

Shaun Hope
Principal | Chief Executive

Bishop Auckland College
Woodhouse Lane | Bishop Auckland | Co Durham | DL14 6JZ

W: www.bacoll.ac.uk

Human Resources: 01388 443038

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Guidelines for Applicants

Please read the following notes carefully before completing the form.

You are advised to address each of the points in the person specification in support of your application. All sections must be completed for shortlisting purposes.

Completion of the application

The College seeks to ensure that it appoints the right candidate to each post and that applications for employment are treated in a fair and consistent manner. The various sections of the form request information which is necessary if this is to be achieved.

- Candidates **MUST** complete all sections of the application form in sufficient detail to ensure their application can be properly evaluated and vetted.
- Failure to do so will invalidate the application.
- You can support the application form with additional information such as Curriculum Vitae or a letter of application, if you wish. However, they will not be accepted instead of an application
- Additional Information – if you feel space is limited in this section, please continue on a separate sheet of similar size – clearly marking each section
- Only use **black ink or type** to complete this form (to facilitate photocopying)

Section two: Referees (you must supply full details)

Referees ideally should cover last 3 years of continuous employment. At least one referee should be the manager in your current or last employment (if not currently working). Referees will be supplied with a copy of the job details and should be in a position to comment on your suitability for the post. Any appointment will be based on this. Candidates applying to work with children who have previously worked with children should provide their details as a referee.

Section six: Record of work experience/employment and education and training

Please be advised that the College is committed to Safeguarding of learners. Your application form must be completed in sufficient detail to enable the College to check qualifications, references, and gaps in employment.

When completing this section, it is important that you provide a continuous record, indicating any periods of unpaid work, periods when you were raising a family for example, any other experience you consider relevant. Gaps in this section may invalidate your application.

Please complete and return to

The Human Resources Department ● Bishop Auckland College ● Woodhouse Lane ● Bishop Auckland ● County Durham ● DL14 6JZ

Telephone: 01388 443038
Email: HR@bacoll.ac.uk

Website: www.bacoll.ac.uk

Receipt of an application form will not be acknowledged. However, should you require an acknowledgement please enclose a stamped addressed envelope.

Mission Statement

Enjoy, learn, achieve, progress: developing advanced skills for a bright future. These are all connected by a shared mission, ethos and set of core values, and offer students exceptional opportunities for progression and employment.

Safeguarding Information Factsheet for Bishop Auckland College

Bishop Auckland College is committed to the safeguarding and the welfare of all learners. The College has a duty of care to all of its students. The College has a robust Safer Recruitment Policy in place to protect our students and staff from any potential harm.

Positions at the College involve work with children, young people and/or vulnerable adults. In light of this the following checks will be carried out throughout the recruitment process at Bishop Auckland College – it is a criminal offence for those who are barred from working with children or vulnerable adults to apply for a position deemed to be regulated (this is indicated on the job description). Please be advised that all applicants who are successful in gaining a position with the College will be subject to appropriate vetting checks including:

- Self-disclosure request
- Enhanced DBS check (for all successful applicants)
- Barred List check – adults (if eligible)
- Barred List check – children (if eligible)
- Prohibition to work as a Teacher check
- Identity Check – including thorough check for any suspicious documents
- Gaps in employment check
- Reference check, including checks on any previous work with children, young people, vulnerable adults (where applicable)
- Further checks where applicants have worked outside of the UK
- Risk assessment (where applicable)
- Online searches (which may be carried out on any applicant who is shortlisted)
- Right to work in the UK
- Verification of mental and physical fitness to carry out the role
- Qualification check

Staff who are classed as working in a specified place within the College (e.g. Nursery) will also be expected to complete a check to confirm they are not disqualified under the Childcare Act, on commencement of employment. For further guidance on this, please contact the Human Resources Department.

Applicants will not be permitted to commence work in any regulated activity at the College without these checks being carried out and being satisfactory. Bishop Auckland College is nevertheless committed to promoting equality of opportunity and welcomes applications from candidates with criminal records where these are not relevant to employment at the College. The College undertakes to comply fully with the Disclosure and Barring Service (DBS) Code of Practice and does not automatically exclude applicants on the basis of convictions or other information received (unless there is a legal bar). Candidates are selected for interview and for appointment based on their skills, qualifications, and experience.

***The Safer Recruitment Policy, DBS Code of Practice, Policy on Recruitment of Ex-Offenders and Safeguarding/Child Protection Policy (including PREVENT) are available in full, from the Human Resources Department or on the College website
www.bacoll.ac.uk***

Equality, Diversity and Inclusion Information Factsheet for Bishop Auckland College

Bishop Auckland College is committed to inclusion and promoting diversity and equality of opportunity that is intended to be an integral part of College life. To this end, the College is committed to equality and opportunity for all, irrespective of **age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy/maternity, race, religion, belief or sexual orientation**. In its policies and practices the College will seek to enhance the self-esteem of all those it serves and to provide an environment in which each individual is encouraged to fulfil her or his potential.

This commitment to inclusion, equality and opportunity is a fundamental policy that pervades all College activities. All members of the College community are expected to uphold the policy and to ensure that their actions embody the commitment. All staff members in addition are expected to exemplify British Values.

To support its commitment the College will assist staff to meet their professional obligations in respect of the policy. Training and other opportunities will be provided to encourage staff to become fully aware of the issues and of good practice in the field of equal opportunities, including British Values so that they may act with understanding, confidence and integrity.

Bishop Auckland College has an all-inclusive Equality, Diversity and Inclusion Policy, Single Equality Scheme and Transgender Policy, and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement.

The College welcomes applications of employment from under-represented groups including females into Technology, males into Childcare and Health & Social Care, ethnic minorities, LGBT and people with a disability. The College also has a Family Friendly policy and aims to support staff wherever possible with family commitments. The HR department would be happy to answer any queries from any potential applicant. A full version of the Equality, Diversity and Inclusion Policy can be viewed on the College website. Hard copies of the full Equality, Diversity and Inclusion Policy and Scheme are available on request.

Authorisation to seek references

Please sign below to confirm that you authorise Bishop Auckland College (including where this is on behalf of South West Durham Training or any other organisations within the Bishop Auckland College Group) to seek references in line with the required vetting checks at Bishop Auckland College / Group.

I AUTHORISE BISHOP AUCKLAND COLLEGE GROUP TO SEEK REFERENCES AS REQUIRED TO PROCESS MY APPLICATION FOR A POSITION AT BISHOP AUCKLAND COLLEGE / GROUP

- 1) I understand that in order to seek references, the College/Group may be asked to verify personal details to establish my identity and be clear about the position I am applying for.
- 2) I understand that information which may be given to referees, includes name, job applying for, job description/person specification of the role I am applying for, NI number and date of birth.
- 3) I understand that the information, which will be collected, will contain information about the work I did, employment dates, work performance, disciplinary issues, safeguarding issues, capability issues, absence details as well as any other information, which the provider of the information may feel is relevant.
- 4) I understand that the College/Group will seek references from those people who I have provided as a referee on my application form.
- 5) I do understand that where I have not provided the correct referees required, as specified in section two, the College/Group has the right to contact additional referees which are required to satisfy the safer recruitment process – this will include references from: My current or most recent employer, any organisations where I have worked in the last 3 years, any organisation where I have previously worked if this has been in education/childcare/ training
- 6) I understand that the information received will be used by the HR department as part of the safer recruitment process to ensure I am suitable for employment within the relevant roles/s at the College/Group.
- 7) I understand that this information may be shared with the relevant Line Manager/Director who will be responsible for the role/s and any future manager/Director.
- 8) I understand that the reference will be kept on my personnel file in the HR department and may be referred to later if I change roles within the organisation or for auditing purposes.
- 9) I understand that if it is required, this signed authorisation may be forwarded to any referee.

The College/Group understands that it is often sensitive to seek a reference with a current employer. Although it is often extremely helpful to have a reference from your current employer early in the process.

If you are happy for your current employer to be contacted, please complete the box below.

If you prefer for your current employer not to be contacted in the first instance, please be advised that they WILL be contacted once you have been offered and accepted a position

I authorise the College/Group to contact my current employer for a reference at any time during the recruitment process.

I understand and agree to all of the above in relation to the Bishop Auckland College Group seeking references.

Candidate's Name:

Candidate's signature:

Date:

Post Applied for:

Post Number: RS

Section one: Personal Details

Surname:

Name

Title

Former name(s)

To and from

Address

Postcode

Telephone (home):

Telephone (work)

Mobile

NI Number

Email

Date of birth

Section two: Referees

Please give details of at least 2 referees, one of whom must be your present employer/line manager (or last employer if not currently working). Your referees ideally should cover your last 3 years of continuous employment. Both should have known you for at least 2 years.

Please tick here if you do not wish your current employer to be contacted prior to a conditional offer of employment being made.
At least 1 referee should be contactable prior to interview.

1 Name: Job Title:
Address: Company:

Telephone Relationship to applicant
Email

2 Name: Job Title:
Address: Company:

Telephone Relationship to applicant
Email

If you are related to or have a personal relationship with any employees at Bishop Auckland College, please tick here and give details:

Please state that person's name:

Section three: Declaration

I declare that the information give in this application is correct. I understand that deliberately giving false or incomplete information will disqualify me from consideration or, in the event of my appointment make me liable for dismissal. I understand in signing this declaration I give my consent to the actions specified on page 11 of the application form under the headings "Medical Clearance", "Rehabilitation of Offenders" and "Data Protection"

I give Bishop Auckland College permission to contact my referees as detailed in section two, to obtain information on my suitability for the position above and make necessary pre-vetting checks.

Signed

Date

Section four: Education & Training

Please include details of any qualifications you may have or may be currently working towards, continue on a separate sheet if necessary.
Please note you will need to provide certificates at interview stage as evidence of any qualification taken.

Please indicate if you have **level 2 in Literacy and Numeracy**

From (MM/YY)	To (MM/YY)	Schools / College / Universities attended	Qualifications (including subject and grades)	Awarding Organisation

Dates are provided for vetting purposes only

Section five: IT Skills

Please use the space below to give details of your IT (computer) skills

Details of package used	Qualifications/Level of ability

Section six: Voluntary / Community Work

From (MM/YY)	To (MM/YY)	Voluntary / Community Work	Nature of work undertaken

Please continue on a separate sheet if necessary

Section seven: Work Experience / Employment

Name of Employer
(current):

Address

Postcode

Post Title

Salary / Wage

Main responsibilities (continue on a separate sheet, if necessary)

Number of hours
worked

Reason for leaving/wanting to leave

Period of notice required

Start date (MM/YY)

Leaving date
(MM/YY)

Previous Employment, since leaving school (you **must** account for any gaps in employment)

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	
Salary:			
Main duties:			
Reason for leaving			

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	
Salary:			
Main duties:			
Reason for leaving			

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	
Salary:			
Main duties:			
Reason for leaving			

Previous employment, continued, since leaving school (you **must** account for any gaps in employment)

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	Salary:
Main duties:			
Reason for leaving			

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	Salary:
Main duties:			
Reason for leaving			

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	Salary:
Main duties:			
Reason for leaving			

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	Salary:
Main duties:			
Reason for leaving			

Name of Employer:		Position:	
Start Date (MM/YY):		End Date (MM/YY):	Salary:
Main duties:			
Reason for leaving			

Please include on a separate sheet, any further previous employment, ensuring you cover all previous employment, since leaving school (you **must** account for any gaps in employment).

Section eight: Additional information

Please use this space to give further detail of career, experience, personal qualities and private interests relevant to your application

Please continue on a separate sheet if necessary

Please note: if your text goes below this line, it will need to be included on a separate sheet.

In this section you are asked to outline how your knowledge, skills and experience meet the competencies required for this role (as outlined in the Job Description/Person Specification)

Qualifications (indicate whether achieved or working towards)	Experience
Essential:	Essential:
Desirable:	Desirable

Do you hold a current driving licence? Yes /No

Have you had any endorsements within the last five years? Yes /No

Do you have daily access to a vehicle? Yes /No

Have you ever been convicted of a criminal offence?
If yes, please specify giving dates Yes /No

NB: Due to the nature of the work for which the application is being made, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the College. Any information given will be completely confidential and will be considered only in relation to an application to which the order applies. All appointments are subject to satisfactory Disclosure and Barring Service and reference checks.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?
If yes please specify giving dates Yes /No

Do you require a work permit to work in the UK? Yes /No

Medical Clearance

Employment at the College is dependent upon satisfactory medical clearance. You should note that in making the declaration in section 3 of the Application Form, you authorise the College to undertake measures to ensure that satisfactory medical clearance is obtained.

Data Protection

You should note that in making the declaration on page 7 of the Application form, you authorise the College to process all information you supply about yourself in accordance with the principle laid down in the Data Protection Act (2018)

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HR use only

Shortlisted <input type="checkbox"/>	Invited to interview <input type="checkbox"/>	Attended interview <input type="checkbox"/>	Offered post <input type="checkbox"/>
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This section will be used solely for monitoring purposes

Equality & Diversity Monitoring Form

Bishop Auckland College seeks to be an Equal Opportunities Employer. We are committed to recruiting a more diverse workforce reflecting the people we serve. The aim of our Equality, Diversity and Inclusion Policy is to ensure that all applicants are treated equally, irrespective of gender, marital status, family responsibilities/caring status, sexual orientation, nationality, religious belief, ethnic origin, disability, age social background and unrelated criminal convictions

To assist us in monitoring this policy and, for that reason only, please complete our Equality & Diversity Monitoring Form. The information supplied on this form will not be used as part of the selection process. It will be used for statistical monitoring only to enable us to monitor our Equality & Diversity Policy to make sure that it is working in practice. All information supplied by you will be processed in accordance with the principles laid down in the 2018 Data Protection Act.

Thank you for your assistance

Post Applied for	Post Number RS
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Gender Female Male Prefer not to say Other

Do you identify as Transgender Yes /No

Marital Status

Single Married Separated Civil Partnership

Divorced Widowed Living together

Sexual Orientation

Bi-sexual Gay/Lesbian Heterosexual Prefer not to say

Please state which age group you are in						Date of Birth
20 or under	<input type="checkbox"/>	31-40	<input type="checkbox"/>	51-60	<input type="checkbox"/>	
21-30	<input type="checkbox"/>	41-50	<input type="checkbox"/>	61 or over	<input type="checkbox"/>	

Nationality

Religion or Belief

Ethnic Origin

Bangladesh Black-African Black-Caribbean Black-Other

Chinese Indian Pakistani White

Other-Asian Other Not Known

Do you consider yourself disabled? Yes /No

Where did you see the vacancy advertised



Shaun Hope
Principal | Chief Executive

Bishop Auckland College
Woodhouse Lane | Bishop Auckland | Co Durham | DL14 6JZ

W: www.bacoll.ac.uk

Human Resources: 01388 443038