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13 Do you consider you have a disability? Yes  No

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14 If you have a disability, please describe the type of disability it is.

Learning Difficulty  Unknown   
Physical impairment  Prefer not to say   
Mental Health   
Other (please provide brief details)

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15 If you answered 'Yes' to question 13, are there any practical steps the College needs to consider to ensure this post is accessible to you?

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### DISCLOSURE OF CRIMINAL CONVICTIONS

#### Statement of Policy

It is the College's practice to require applicants to disclose any previous convictions or cautions.

Any information you provide will be treated as strictly confidential and will be considered only in relation to the particular post you have applied for on this occasion. If you wish you could enclose the details in a sealed envelope.

The disclosure of a criminal record or other information will not debar you from appointment unless it is considered that the conviction renders you unsuitable for appointment. In making this decision the College will discuss the information with you and consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Please note that you are required to disclose all criminal convictions, including any which may be 'spent' under the Rehabilitation of Offenders Act 1974. This is because the post you are applying for is covered by the Rehabilitation of Offenders Act 1974(Exemptions) Order 1975 or 1986 and therefore even 'spent' convictions must be disclosed.

#### Have you ever been convicted of an offence, received a caution, reprimand or warning?

Yes  No

If YES please complete the table below

Nature of Conviction	Date of Conviction	Sentence imposed

Successful candidates will be required to complete a disclosure at the appropriate level for the post which will enable the Criminal Records Bureau to carry out the necessary checks with the Independent Safeguarding Authority and the Police.

Any failure to disclose convictions could disqualify you from appointment or result in disciplinary action if a discrepancy comes to light.

I declare that I am not on the Adults Barred List (previously PORA) or Childrens' Barred List (previously List 99, Section 142 and PCOA), disqualified from working with children, young or vulnerable adults or subject to sanctions imposed by a regulatory body eg General Teaching Council (GTC)

Signed .....

Date .....

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## References

Details of two people to whom professional reference can be made. One of whom should be your current or most recent employer. If you are not currently working with children, young people or vulnerable adults but have in the past, then one of your referees should be from this employment.

References **will not be** accepted from relatives or people writing solely in the capacity of friends

1 Name	2 Name
Address	Address
Relationship to you	Relationship to you
Telephone no:	Telephone no:
e-mail address:	e-mail address:
May we approach this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

If you are currently or have previously worked with children, young or vulnerable adults on either a paid or voluntary basis, we will be asking referees about any disciplinary offences relating to children, young people or vulnerable adults, including any which are 'time expired'

Any relevant issues arising from your references will be taken up at interview.

Are any members of your family or people with whom you have a close relationship either existing employees or the College or hold the post of Governor? Yes  No

If yes, please complete the table below:

Name of Individual	Relationship	Post held

Providing false information is an offence and could result in your application being rejected or summary dismissal if you have been selected and possible referral to the police.

**I declare that the information I have given in this form is correct and that I have not omitted any relevant details.**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

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All information provided will be processed and used in accordance with the Data Protection Act 1998.

### For use by Personnel

To be interviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	References requested
Date of Interview			Invited for interview
Time interview			Result notified

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**POSITION APPLIED FOR** \_\_\_\_\_

**Career history**

Please list in chronological order all your full-time and part-time occupations. Indicate periods of full-time education, employment, unemployment, raising a family, voluntary work etc. We consider all such experience to be worth consideration in your application for this post.

**For your most recent employer, please indicate salary and notice period**

From Month/yr	To Month/yr	Employer (if applicable)	Nature of occupation	Reason for leaving

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For office use only Post no \_\_\_\_\_ Application no. \_\_\_\_\_

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**EDUCATION BACKGROUND**

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Dates	School, College, University	Qualifications obtained	Awarding body

Any other awards including Membership of Professional Institutions

Institution	Qualification or Award	Membership no.	Date of Award

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**SUPPORTING INFORMATION**

Please provide information in support of your application which will be helpful to us in making and selecting for this post.

*For example this should include a statement of your personal qualities and experience which you believe are relevant to your suitability for the post for which you are applying. Also how you feel you meet the person specification.*

