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|  **Instructions**  |
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| **Thank you for your interest in Southampton City College. In order for us to shortlist, please complete each section of this form and attach or include with your supporting statement.** **The form may be completed electronically and returned to** **Recruitment@Southampton-city.ac.uk** **Please click into the grey box and type your information and for the tick box options you may click onto the box chosen and select the default value ‘checked’ to place an x in the box.** |
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| **Role:** |
| **Role applying for:** |  |
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| **Personal Details:** |
| **Title:** |  |
| **Forenames (given name):** |  |
| **Surname (family name):** |  |
| **Known as:** |  |
| **Email** |
| **Email address:** |  |
| **Telephone** |
| **Mobile:** |  |
| **Home:** |  |
| **Work:** |  |
| **Preferred contact telephone number:** | **[ ]  Mobile** | **[ ]  Home** | **[ ]  Work** |
| **Address** |
| **Address 1:** |  |
| **Address 2:** |  |
| **Town/City:** |  |
| **County:** |  |
| **Postcode:** |  |

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| **Employment History** |
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| Please give details of your employment history, starting with your current or most recent job. |
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| **Employers (from most recent)** | **Position and Salary** | **Start / Finish Dates** | **Reasons for Leaving** |
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| **Education, qualifications and training** |
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| Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application. |
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| **Qualification** | **Level** | **Grade** | **Awarding body/Institution** | **Date completed** |
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| **Other relevant qualifications and training** |
| Any other relevant qualifications and training, taken or to be taken, including short courses, with dates |
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| Membership of professional/technical bodies |
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| **Supporting Statement** |
| Your supporting statement should clearly demonstrate how your relevant experience, skills and knowledge match the job description and person specification and what makes you an ideal candidate for this post.  |
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| **Additional Information** |
| **Available start date:** |  |
| **Salary expectations:** |  |

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| **Confidential References (Please ensure referees know this reference is being requested)**  |
| Please provide the full contact details for two referees who have agreed to give an employment reference on your behalf. These references must be from your two most recent places of work or education. Southampton Studio School also reserves the right to approach any previous employer to confirm factual information about your previous employment record, such as disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.Note: References will be taken up prior to interview if you are shortlisted.If you are not currently working with children, please ensure you provide details of one referee for the employer for whom you have most recently worked with children. |
|  | **Reference 1:** | **Reference 2:** |
| **Name of referee:** |  |  |
| **Employers name:** |  |  |
| **Address 1:** |  |  |
| **Address 2:** |  |  |
| **Town/City:** |  |  |
| **County:** |  |  |
| **Postcode:** |  |  |
| **Telephone number:** |  |  |
| **Email address:** |  |  |
| **Relationship to you (e.g. Manager/headteacher):** |  |  |

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| **Declarations**  |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings.Do you have any spent or unspent convictions, cautions, reprimands or warnings? |
| [ ]  Yes | [ ]  No |
| Are you barred from working with children or vulnerable adults? |
| [ ]  Yes | [ ]  No |
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| For the purpose of the Data Protection Act 1998 I give my consent to this form and related information being processed and retained on file and to the school verifying the information I have provided with relevant third parties in administering its recruitment process.I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that canvassing councillors, senior officers or governors either directly or indirectly will disqualify me for appointment. |
| [ ]  I agree to the declarations made on this form |