|  |
| --- |
|  **Instructions**  |
|  |
| **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 text 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.** |
|  |
| **Role:** |
| **Role applying for:** | Click here to enter text. |
|  |
| **Personal Details:** |
| **Title:** | Click here to enter text. |
| **Forenames (given name):** | Click here to enter text. |
| **Surname (family name):** | Click here to enter text. |
| **Known as:** | Click here to enter text. |
| **Email** |
| **Email address:** | Click here to enter text. |
| **Telephone** |
| **Mobile:** | Click here to enter text. |
| **Home:** | Click here to enter text. |
| **Work:** | Click here to enter text. |
| **Preferred contact telephone number:** | **[ ]  Mobile** | **[ ]  Home** | **[ ]  Work** |
| **Address** |
| **Address 1:** | Click here to enter text. |
| **Address 2:** | Click here to enter text. |
| **Town/City:** | Click here to enter text. |
| **County:** | Click here to enter text. |
| **Postcode:** | Click here to enter text. |

|  |
| --- |
| **Employment History** |
|  |
| Please give details of your employment history, starting with your current or most recent job. |
|  |
| **Employers (from most recent)** | **Position and Salary** | **Start / Finish Dates** | **Reasons for Leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Education, qualifications and training** |
|  |
| Please provide the details of all your academic and professional qualifications, including secondary, further and higher education starting with your most recent (please include your level 2 maths and English results): |
|  |
| **Qualification** | **Level** | **Grade** | **Awarding body/Institution** | **Date completed** |
| **English** **Level 2 (GCSE or equivalent)** | Click here to enter text. | Click here to enter text.  | Click here to enter text. | Click here to enter text. |
| **Maths****Level 2 (GCSE or equivalent)** | Click here to enter text. | Click here to enter text.  | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text.  | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text.  | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text.  | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Other relevant qualifications and training** |
| Any other relevant qualifications and training, taken or to be taken, including short courses, with dates |
| Click here to enter text. |
| Membership of professional/technical bodies |
| Click here to enter text. |

|  |
| --- |
| **Supporting Statement** |
| Please outline and describe how your skills, knowledge and experience are applicable and why you are interested in this post, addressing each item of the Person Specification for this role.  Applications that do not address the person specification sufficiently and clearly with details and examples may not be short-listed for the next stage. |
| Click here to enter text. |

|  |
| --- |
| **Additional Information** |
| **Available start date:** | Click here to enter a date. |
| **Salary expectations:** |  |

|  |
| --- |
| **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 City College 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:** | Click here to enter text. | Click here to enter text. |
| **Employers name:** | Click here to enter text. | Click here to enter text. |
| **Address 1:** | Click here to enter text. | Click here to enter text. |
| **Address 2:** | Click here to enter text. | Click here to enter text. |
| **Town/City:** | Click here to enter text. | Click here to enter text. |
| **County:** | Click here to enter text. | Click here to enter text. |
| **Postcode:** | Click here to enter text. | Click here to enter text. |
| **Telephone number:** | Click here to enter text. | Click here to enter text. |
| **Email address:** | Click here to enter text. | Click here to enter text. |
| **Relationship to you (e.g. Manager/headteacher):** | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| **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 |
|  |
| 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 |