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**Morley College Job Application Form**

**We are happy to accept applications in alternative formats from applicants, who, for reasons of disability, may find it difficult to fill in our standard form. Please contact People Operations by e-mail on recruitment@morleycollege.ac.uk or telephone 020 7450 1811 for further details.**

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| **Post Applied for:** | | | **Job Reference Number:** | |
| The legal and medical definition of disability is broad. It includes people with: “A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.” It includes people with physical and sensory impairments, people with mental health difficulties and people with learning difficulties as well as people with medical conditions. Some examples may include (but are not limited to); visual impairment, hearing difficulties, depression and anxiety, mobility problems, dyslexia, epilepsy, diabetes, and HIV.  We will offer an interview to disabled people if they meet the essential requirements of the job. If you are disabled and wish to take advantage of this scheme, please tick here:  **Please note that in order to have as fair a recruitment process as possible, the information in Sections 1, 5, and 6 are not provided to the shortlisting panel.** | | | | |
| Section 1 – Personal Information | | | | | |
| **Last Name (s):** |  | **Title:** | |  | |
| **First Names(s):** |  | | | | |
| **Home Address:** |  | | | | |
| **Email:** |  | | | | |
| **Home phone number:** |  | **Mobile:** | |  | |
| Under the Asylum & Immigration Act, you will be required to produce evidence of your right to work in the UK.  **Do you have the right to legally live and work in the UK?: Yes  No**  If “yes”, on what basis? ( e.g. Passport, Immigration Status Document or Visa)  If “no”, on what basis will you have the right to live and work in the UK by the commencement date of this job?  Is your permission to live and work in the UK time limited?: Yes  No  If “yes” please give details.  Please note if you do not have the right to work in the UK the College will not be able to apply for a work permit or visa for you. | | | | | |
| **Do you have any professional or personal connection with a member of Morley College’s staff or governing body: Yes  No**  If “yes”, please give details: | | | | | |

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| **Section 2 - Education & Professional Qualifications, Training and Skills** | | | |
| Please give details of qualifications obtained in chronological order. Please include any professional qualifications or government training schemes.  **You will be required to produce relevant educational & professional certificates before an offer of employment is confirmed.** | | | |
| **Dates** | **School / College / University / Professional Body** | **Qualification/Subject/ Course** | **Grade/Mark or Qualification(s) gained & attainment level** |
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| Relevant Training | | | | | | | |
| Please list any other relevant training (e.g. short courses attended) and dates | | | | | | | |
| **Other Skills relevant to the post** | | | | | | | |
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| **For Teaching Posts Only** | | | | | | | |
| 1. **Do you have Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills? (QTLS)**   **Yes  No  If yes, please give date of recognition** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(b) Teacher Reference Number (TRN):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
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| Section 3 - Employment History | | | | | | |
| **Current / Most Recent Employment** | | | | | | |
| **Job title:** |  | | **Current/ Most recent salary:** | | |  |
| **Name & Address of Employer:** |  | | | | | |
| **Date Appointed:** |  | | **Date Left/ Period of Notice:** | | |  |
| **Reason for leaving/wanting to leave:** |  | | | | | |
| **Please provide brief details of the responsibilities in your current (or last) post:** | | | | | | |
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| **Previous Employment** (most recent first): | | | |
| **Dates**  **(from & to)** | **Employer’s Name & Address** | **Job Title**  **& brief description of duties** | **Reason for Leaving** |
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**If you have any gaps in your employment, please indicate in the box below. You may be asked for further clarification at interview.**

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| **Section 4 –Supporting Statement** |

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| **Please use this statement to demonstrate how you meet the person specification for the post.**  **Please address each person specification criterion on a point by point basis in the order that they are listed in the job description document. You should provide examples that demonstrate how you meet each specification, drawing on relevant aspects of your education and experience. Use additional pages as necessary.**  The following is an example of how to address a person specification.  **Person specification:** *Effective organisational skills.*  **Possible reply:***In my current role as School Administrator I make full use of my effective and efficient organisational skills by ensuring documentation is filed in the right place and accurate records are kept. I created a new filing system for our evaluation forms to ensure that they were more organised and easily accessible. Folders are clearly labelled so that paperwork can be retrieved easily and I ensure that members of staff know where certain information can be found. I also make effective use of available online resources such as the Intranet and shared folders which allow information to be stored and accessed at any time by staff. This also helps to reduce the use of paper.* |

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| **Section 5 – References** | | | |
| All appointments are made subject to satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries can be made. References must cover at least the last 5 years. One of these should be your Line Manager in your current or most recent job and a similar individual from a previous employment. We reserve the right to contact any of your previous employers. **References will not normally be taken up until after interviews have taken place.** | | | |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Name of establishment and address:** |  | **Name of establishment and address** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |
| **Relationship:** |  | **Relationship:** |  |
| **Dates of your employment or attendance at this establishment** | **From: To:** | **Dates of your employment or attendance at this establishment** | **From: To:** |

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| **Section 6 –Declarations** |
| Morley College London is committed to safeguarding and promoting the welfare of staff, visitors and other stakeholders engaged in the breadth of its activities by ensuring that there are appropriate arrangements in place to enable it to provide a safe and secure environment for its students We therefore taking every step possible to only recruit colleagues that are appropriate for the roles and duties they undertake and as such are a number of different checks and declarations required.  It is the College’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.  **If you are invited to interview you will be required to complete a “Self Declaration Form” and return the completed form before your interview.**  **You will be asked to declare:**   * if you have a criminal history * if you are included on the children’s barred list * if you are prohibited from teaching * if you are prohibited from taking part in the management of an independent school * information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where you were convicted * if you are known to the police and children’s local authority social care * if you ever been dismissed for conduct or capability reasons or asked to leave a place of employment * if you have been disqualified from providing childcare, and * any relevant overseas information.   The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. |
| ***I confirm that the information given on this form is, to the best of my knowledge, true, complete and correct. I understand that if I have knowingly given information that is found to be false or have wilfully suppressed or omitted relevant information, my application will be rejected or, if I am employed, I will be liable for dismissal. I understand and accept that Morley College reserves the right to seek verification regarding any information that I have provided and that any job offer is subject to satisfactory references, health clearance and checks regarding qualifications and eligibility to work in the UK.***  ***Following a provisional offer of work being made, I agree to:***   * ***Supply documentary evidence of my date of birth, address and relevant qualifications and right to work in the UK;*** * ***Complete and submit a health questionnaire to the College’s Occupational Health Advisor who may call me for medical examination before my appointment is confirmed;*** * ***To undergo a disclosure and barring service check, should the nature of the post require it.*** * ***Comply with the requirements for mandatory training***   As part of our safeguarding policy and pre-employment checks, we have a duty to review any online accounts for candidates who are successful at interview. This is so that we are able to reduce any potential safeguarding, reputational or security risk, and any form of potential threats to Morley College or its students. If you are successful at interview, you will be asked to declare any social media accounts, usernames and website links and sign to agree we can check these.  ***All checks need to be completed before an applicant can start work*** |

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| **Signature :** | **Date:** |
| **If you are returning this form by e-mail and unsigned, you will be bound by the declarations above when the College receives your e-mail. The information on this form will be treated in strict confidence. By signing this form you agree to appropriate information being shared with other departments in the College and our funding body if and when necessary.**  **If successful you will be asked to provide a signed hard copy of this application form.** | |

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| **Sending your application and next steps** |
| **Completed application forms should be returned via e-mail to** [**recruitment@morleycollege.ac.uk**](mailto:recruitment@morleycollege.ac.uk)  **We regret that the College is only able to contact shortlisted candidates. If you have not heard from us within four weeks of the closing date, please assume that your application was not successful. Unsuccessful applications will be destroyed after six months. Should you have any queries please contact the People Operations Department by emailing recruitment@morleycollege.ac.uk** |

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| **Section 7 – Equality/ Diversity Monitoring** |
| *Morley College strives to have a staffing body that reflects the full diversity of the communities it serves. It is committed to ensuring that no employee or applicant is discriminated against, either directly or indirectly, and that all eligible persons have equal opportunity for employment and advancement on the basis of their ability. In order for the College to monitor the effectiveness of its Equality Policy, we would like you to assist in this by completing this section.*  ***The information on this page is detached and kept confidential within People Operations. It is not viewed by the selection panel at any stage and the information given will not affect the success of your application in any way***  ***.*** |

**Job reference number:**

1. **My gender is:** Man  Woman  Other  Prefer not to say

If you prefer to use your own gender identity, please write in:

**Is the gender you identify with the same as your gender registered at birth?**

Yes  No  Prefer not to say

**2. My age is:** Under 20  21-30 31-40 41 -50  51-60  61-65

66-70 71-75 75+  Prefer not to say

**3. My religion is:** Buddhist  Jewish  Other

Christian  Muslim  No religion

(All denominations)

Hindu  Sikh  Prefer not to say

**4. My sexual orientation is:**

Heterosexual or straight  Gay or Lesbian Bisexual Prefer not to say

Other, please specify in:

**5. My marital status is:** Single  Married

Divorced  Widowed

Civil Partnership  Prefer not to say

**6. I would describe my ethnic or cultural origin as (check one box only):**

***Asian/Asian British Black/African/Caribbean/Black British***

Bangladeshi  African

Indian  Caribbean

Pakistani  Any other Black background

Chinese

Any other Asian background

***Mixed/multiple ethnic groups White***

White & Asian  English/Welsh/Scottish/Northern Irish/British

White & Black African  Gypsy or Irish Traveller

White & Black Caribbean  Any other White background

Any other Mixed/multiple

Ethnic background

***Other ethnic Group***

Arab

Any other

**7.** **Disability**

The legal and medical definition of disability is broad. It includes people with: **“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”** It includes people with physical and sensory impairments, people with mental health difficulties and people with learning difficulties as well as people with medical conditions. Some examples may include (but are not limited to); visual impairment, hearing difficulties, depression and anxiety, mobility problems, dyslexia, epilepsy, diabetes, and HIV.

**Do you consider yourself to have a disability?**

Yes  No  Prefer not to say

8. **Do you have caring responsibilities?** If yes, please check all that apply

None

Primary carer of a child/children (under 18)  Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person or people (65 and over)

Secondary carer (another person carries out the main caring role)

Prefer not to say

Other, please specify:

### 9. How did you hear about this vacancy?

Job Centre  TES  FE Week  Local Newspaper  College Jobs

College Website  Through Morley College employee  other (please specify)