  

**Morley College Job Application Form**

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| **Post Applied for:**  ***Examinations Officer*** | | | **Job Reference Number:**  ***304.AM.2023*** | |
| **Please refer to the guidance notes before completing this form. Please complete clearly by word processing or using black ink.**  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 are a disability confident committed employer which means we will offer an interview to disabled people if they meet the minimum 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, 6, 7 and 8 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?  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. | | | | | |
| **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** | | | |
| 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 | | | |
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| **Other Skills** | | | |
| **Language (s) (spoken/ written):** | | | |
| **Computer literacy:** | | | |
| **Other skills relevant to the post:** | | | |
| **For Teaching Posts Only** | | | |
| 1. **Do you have Qualified Teacher Status (QTLS)? Are you recognised by the Department for Education as a qualified teacher in this country?**   **Yes No If yes, please give date of recognition** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(b) Please quote 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** (listed in chronological order): | | | | |
| **Dates**  **(from & to)** | **Employer’s Name & Address** | **Job Title**  **& brief description of duties** | **Reason for Leaving** | **Leaving Salary** |
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| **(Please continue on a separate sheet if necessary)** | | | | |

**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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| **Have you ever been dismissed for conduct or capability reasons or asked to leave a place of employment?**  **Yes No**  If yes please provide details on a separate sheet enclosed in an envelope. |

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| **Section 4 - Supporting Statement** |
| **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. See guidance notes for further advice.**  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. 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:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |
| **Relationship:** |  | **Relationship:** |  |

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| **Section 6 - Rehabilitation of Offenders Act 1975 (Exemptions) order 1975 (as amended 2013)** |
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| **Do you have an convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)\*?**  Yes 🗆 No 🗆  If yes, please give particulars (offence, judgement & date) on a separate sheet in a sealed envelope which will be returned unopened if you are not shortlisted.  **\*Posts involving providing a service to vulnerable adults or care, schooling, supervision or training to children are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Applicants for these posts are not entitled to withhold information about convictions, cautions and bind-over’s 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 provided will be completely confidential and will be considered only in relation to the posts to which the order applies. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.** |

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| **Section 7 - Declaration** | |
| ***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.*** | |
| **Signature of Applicant:** | **Date:** |
| **If applying for a teaching post or work involving contact with children or vulnerable adults:**  ***I declare that I am not on any barred lists, disqualified from work with children and/or vulnerable adults or subject to sanctions imposed by a regulatory body related to the role I am applying for e.g. The General Teaching Council (GTC) or the Institute for Learning (IfL).*** | |
| **Signature of Applicant:** | **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.** | |
| **Completed application forms should be returned via e-mail to** [**recruitment@morleycollege.ac.uk**](mailto:recruitment@morleycollege.ac.uk) **or by post to Recruitment, Morley College, 61 Westminster Bridge Road, London, SE1 7HT**  **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 Human Resources Department by emailing recruitment@morleycollege.ac.uk** | |

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| **Section 8 – 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 HR. 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. If you have any questions on why this data is collected or how it is used, please contact the HR Manager on 020 7450 1801.*** |

**Job reference number:**

1. **What best describes your gender:**

Female 🗆 Male 🗆 Prefer not to say 🗆

Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is your gender identity the same as the sex**

**you were assigned at birth:**

No 🗆 Yes 🗆

Prefer not to say 🗆

**2. My age is:** 16-25🗆 26-35🗆 36-45🗆 46-55🗆 56-64🗆 65+🗆

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

Christian 🗆 Muslim 🗆 No religion 🗆

(all denominations)

Hindu 🗆 Sikh 🗆 Prefer not to say 🗆

**4. My sexual orientation is:** Bisexual 🗆 Heterosexual/ Straight 🗆

Gay man 🗆 Other 🗆

Gay woman/ Lesbian 🗆 Prefer not to say 🗆

**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 (tick 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. How did you hear about this vacancy?

Job Centre 🗆 National Newspaper 🗆 Local Newspaper 🗆 Trade Press 🗆

In the College 🗆 Through Morley College employee 🗆 Other (please specify)