

Scarborough Sixth Form College

APPLICATION FOR EMPLOYMENT – Support Staff

Applications should be written clearly using black ink or typed.

Position Applied For

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Title (e.g., Mr/Mrs/Dr)

Last Name:

First Name(s):

Previous Name(s):

Please tick your preferred method of contact

Address:

Tel No (Home):

☐

Tel No (Work):

☐

Tel No (Mobile):

☐

Email address:

☐

Postcode:

National Insurance Number:

Qualified to work in the UK: Yes / No

Present (or most recent) Employment	
Job Title:	Date of appointment:
Name and Address of Current Employer:	Full time/part time:
	Current Salary:
	Notice Required:

Brief description of your main duties and responsibilities:

Reason for leaving:

Complete Employment Record (most recent first) since leaving full time education

PLEASE NOTE: As part of our commitment to safeguarding children & Young People, all employment since leaving full-time education must be included below and accounted for. Please also include any gaps in employment or any volunteering work.

From (M/Y)	To (M/Y)	Employer name	Post held	Reason for leaving

Education / Qualifications (most recent first)

From (M/Y)	To (M/Y)	Please state all post 16 qualifications with grades achieved (including GCSE's and A-Levels or equivalent)	Awarding body	Grade

Training – Relevant to the role applying for

Subject and brief details of course	Date and course length

Membership of Professional Institutions

Institution	Grade of Membership	Date Gained

Supporting Information

Having read the job description and person specification, please explain why you are interested in applying for this position, and how you are suitable for this post. You should give evidence of your skills, experience, and knowledge in each area, giving specific examples. Please continue, on no more than two separate sheets if necessary. **(no more than 2 sides of A4- font 11 minimum)**

References

Please provide the name and contact details of two people that we can contact for references (separate page for each referee provided).

The first must be your current, or most recent employer (or, if in full time study, your tutor). The second should be your last previous employer.

Referees should normally be your Manager/Supervisor or the HR department.

We will only contact your referees If you are successful in securing an interview and you give your consent to do so.

Reference 1 – Your current or most recent employer

Full name		
Job Title		
Company		
Address, inc. postcode		
Email address		
Telephone Number		
Relationship to referee		
May we contact this referee prior to your interview?	Yes	No

I give consent for Scarborough Sixth Form College to contact my referee detailed above.

Name of applicant: _____ Signature: _____

For HR use only:

References

Please provide the name and contact details of two people that we can contact for references (separate page for each referee provided).

The first must be your current, or most recent employer (or, if in full time study, your tutor). The second should be your last previous employer.

Referees should normally be your Manager/Supervisor or the HR department.

We will only contact your referees If you are successful in securing an interview and you give your consent to do so.

Reference 2 – Your last previous employer

Full name		
Job Title		
Company		
Address, inc. postcode		
Email address		
Telephone Number		
Relationship to referee		
May we contact this referee prior to your interview?	Yes	No

I give consent for Scarborough Sixth Form College to contact my referee detailed above.

Name of applicant: _____

Signature: _____

HR use only:

Where did you learn of this vacancy?

Please state which publication or website

Declarations

I declare that the information given in this form is correct to the best of my knowledge. I understand that if I am appointed and information I have provided is subsequently found to have been falsified, this will result in action being taken under the College's disciplinary procedure.

In accordance with the Data Protection Act 2018, I agree to Scarborough Sixth Form College processing personal data obtained from me or any other people for any purpose connected with my employment or my health and safety whilst on the premises or for any other legitimate reason. I further agree to relevant information being passed on to the relevant funding body.

Signature of Applicant		Date	
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Your completed application pack should include the following:

- Application Form
- Equal Opportunities Form
- Declaration of Criminal Record Form

Please ensure your completed application pack is emailed to recruitment@s6f.org.uk or posted to:

HR & Finance Officer, Scarborough Sixth Form College, Sandybed Lane, Scarborough. YO12 5LF.

For all recruitment enquiries, please contact recruitment@s6f.org.uk.