

'CCSS is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the college to share this commitment'.

APPLICATION FOR NON-TEACHING APPOINTMENT

Position applied for:

How did you find out about this position:

1. PERSONAL INFORMATION

SURNAME:

First name and Initials:

Former SURNAME and date (if appropriate)

Postal Address (*for correspondence*):

Postcode:

Tel No:

Mobile Number:

Email address:

National Insurance No.

Do you require a work permit in this country?:

2. PRESENT APPOINTMENT

(A) Nature of Post:

Name and Address of Employer:

Date Appointed:

Salary/Rate of pay:

Length of Notice:

When could you commence duties?

3(a). EDUCATION: SECONDARY/FURTHER

School/Colleges attended starting with most recent (please give address)	F/T Or P/T	Dates			
		From		To	
		Mth	Yr	Mth	Yr
Examinations Passed	Date	Subjects and Grades			

3(b). EDUCATION: HIGHER (University, College, Polytechnic) - including professional qualifications and in-service courses leading to recognised qualifications.

Name and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Date of Exam	Qualifications Obtained	Subjects Passed with Details of Standard Obtained	Age Groups for which Trained

4. LAST PROFESSIONAL COURSES ATTENDED (Other than 3(b) over the past 3 years).

Subject	Organising Body	Approximate Date	Duration

5. PAST EMPLOYMENT - full-time (F/T) or part-time (P/T), including all employment since the age of 18 and any unremunerated activity e.g. unpaid voluntary work. Please provide the information in chronological order.

Employer	Nature of employment	Post held	F/T or P/T	Dates			
				From		To	
				Mth	Yr	Mth	Yr

6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS. Include hobbies and professional interests.

7. Briefly state WHY YOU ARE APPLYING FOR THIS POST and what attributes you can offer. Continue on a separate sheet if necessary.

8. REFERENCES (Give here details of two professional persons to whom appropriate reference may be made. The first should normally be your present employer or the last employer where you were working with children. (Relatives and friends should not be given). **Please note that if you are invited to interview, references will be sought at this time.**

<p>Please complete all details in this section</p> <p>NAME:</p> <p>Job Title/Position:</p> <p>ADDRESS:</p> <p>Tel No:</p> <p>Email:</p> <p>May we contact this person before interview? Y <input type="checkbox"/> N <input type="checkbox"/></p>	<p>Please complete all details in this section</p> <p>NAME:</p> <p>Job Title/Position:</p> <p>ADDRESS:</p> <p>Tel No:</p> <p>Email:</p> <p>May we contact this person before interview? Y <input type="checkbox"/> N <input type="checkbox"/></p>
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9. ADDITIONAL INFORMATION
 Are you, to your knowledge, related by family or hold friendships with any CCSS Trustees, Y N
 or past or current CCSS employees?
 If so give details.

Have you any physical or mental condition which would prevent you from carrying out the responsibilities associated with this post? If your answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application. Y N

How many days sickness absence have you had from work in the last two years?

Over how many occasions?

Do you hold a current 'clean' Driving Licence? If 'no' please give details. Y N

10. NOTICE TO APPLICANTS
 You will appreciate that the Trustees of CCSS must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order

1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999. The fact that conviction(s)/caution(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question below: "have you ever been convicted of a criminal offence or cautioned (including bind-overs or have any criminal case currently outstanding against you)?" (Please answer "yes" or "no"). If the answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public, our students and the Trustees.

In accordance with the recommendations of the Home Office, all successful candidates for posts where there is to be contact with children, will be the subject of an enhanced check with the Criminal Records Bureau list 99 and the PoCA list which provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice will be sent to your referees.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE

OR CAUTIONED, or been subject to bind-overs or have any criminal case against you outstanding?

Y N

If so give details in a sealed letter marked 'Confidential' with your application form.

11. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the post.
- b) Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.
- c) Candidates must declare whether they are subject to any legal restrictions in respect of their employment in the UK and/or require a work permit.
- d) On the grounds of economy, it is not normally practicable to acknowledge receipt of application forms.
- e) Canvassing, directly or indirectly a Member of the Trustees will disqualify the application.
- f) Candidates recommended for appointment will be required to certify that they are medically fit to take up the position.
- g) For successful applicants, where a supplied referee cannot be reached, we will contact the next most recent employer stated on your application.

12. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

Signed:

Date: