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| Name and title |  |
| Position applied for |  |

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| **Personal Details** | | | |
| Address (inc. postcode) |  | Daytime telephone |  |
| Evening telephone |  |
| Mobile telephone |  |
| Email address |  |

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| **Current Employment** | | | | | |
| From (date) | |  | | Post |  |
| Salary | |  | | Notice required |  |
| Name & address of employer | | |  | | |
| Duties |  | | | | |

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| **Previous Posts** (most recent first) | | | | | |
| *Please account for any gaps where you have not been in employment.* | | | | | |
| From | To | Employer | Post | Duties | Reason for leaving |
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| **Further and Higher Education** (most recent first) | | | |
| From | To | University/College | Subject and grade |
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| **Secondary Education** (most recent first) | | | |
| From | To | School | Examination and grade |
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| **Relevant Training** | | | |
| From | To | Training provider | Course title and grade (if applicable) |
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| **Member of Technical or Professional Bodies, or Other Qualifications** |
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| **Statement in Support of Application** |
| *With relation to the Job Description and Person Specification please outline why you feel you are suitable for the role. Please limit your supporting information to two sides of A4.* |
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| **References** | | |
| *Please give below the names and addresses of two from whom references may be sought, referees should be your two most recent employers. If you have any issues providing these details or have any questions then please contact the HR department.* | | |
| Name |  | Address |
| Position |  |  |
| Telephone |  |
| Email |  |
| **May we approach this referee before interview?** | | **Yes  No** |
|  | | |
| Name |  | Address: |
| Position |  |  |
| Telephone |  |
| Email |  |
| **May we approach this referee before interview?** | | **Yes  No** |

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| Applications should be sent to:  HR & Payroll Officer  Wilberforce Sixth Form College  Saltshouse Road  Hull  HU8 9HD  **or**  personnel@wilberforce.ac.uk  If you have any questions relating to the post or to the application process, please contact the HR & Payroll Officer. |

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| Name |  | Date of birth |  |
| Position applied for |  | | |

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| Age | Choose an item. | Sexual Orientation | Choose an item. | Gender | Choose an item. |

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| Ethnicity | Choose an item. |
| If other, please state |  |

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| Do you consider yourself to have a disability according to the following definition?  *The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a ‘sustainable’ and ‘long term’ negative effect on his/her ability to do normal day-to-day activities.* | **Yes  No** |

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| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. |
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| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. |
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**Declaration**

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| Do you have any convictions, cautions, reprimands or final warnings, whether in the UK or another country? These should exclude those defined as ‘protected’ by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013.  <http://www.legislation.gov.uk/ukdsi/2013/978011537718/contents> | **Yes  No** |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS)? | **Yes  No** |
| Have you lived outside of the UK for more than three months in the past five years?  *If so, you may be asked to provide a copy of a Certificate of Good Conduct from the country you resided in.* | **Yes  No** |
| If you have selected ‘yes’ to any of the above, please give details on a separate sheet in a sealed envelope and marked ‘Private & Confidential’ for the attention of the HR Manager. | |

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| **Right to work in the UK** | |
| Wilberforce Sixth Form College has a legal obligation to ensure that **all** prospective employees have the right to work in the UK **before** they commence employment. In order to determine whether you have the right to work or will require permission from UK Visas and Immigration, please bring to your interview an original document or combination of documents which demonstrate your right to work. Alternatively, if you do not currently have the right to work, please bring your passport or national identity card instead. Please be assured that your application will proceed based solely on your suitability for the post. Any subsequent offer of employment would be conditional on you providing evidence that you have gained permission to work in the UK. | |
| Do you require permission to work in the UK | **Yes  No** |
| If yes, please provide details: | |

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| Are you related to any current Wilberforce College employees, students or Governors? | **Yes  No** |
| If yes, please provide details: | |

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| **Data Protection Act 2018** |
| Your signature on this document gives the College the right, under the Data Protection Act 2018, to process information that you have given, including data of a sensitive nature, for processes relating to your application which have been notified to the Offices of the Information Commissioner. Any processing of the data will be in accordance with the College’s Data Protection Policy and the processing principles set out in the Act. Application forms of those who are unsuccessful will be destroyed after six months. |

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| Signed |  | Date |  |
| Name |  | | |