



CONFIDENTIAL

Information for applicants

Please read these guidance notes before completing your application

- Please complete the form using **black ink**.
- Complete all the sections in each part of the form. Continue on a separate piece of paper if there is not enough room in any of the sections.
- Please submit a separate letter of application with this form. This letter should supplement the information provided on the form will be regarded as an important part of your application.

The letter of application

This letter is your opportunity to convince the selection panel that you are a strong contender for the post, and to differentiate yourself from other equally well-qualified candidates. The letter can be typed or hand-written.

Your letter should clearly convey your views of what you believe you could bring to the particular post for which you are applying. You should aim to convince the selectors that you are capable of carrying out your stated intentions.

Tailoring the letter to the particular post means studying the background details of the post (job description and person specification) and relating your own skills, experience and knowledge to the requirements we have listed. However, simply having done something does not demonstrate valuable experience or good practice. You should aim to show how you have learnt from your past experience and that you can transfer that learning to a new context.

This application form should be returned to Ullswater Community College, Wetheriggs Lane, Penrith, CA11 8NG or e-mailed to eflood@ullswatercc.co.uk

Please note that canvassing of any Ullswater Community College Officers or Governors – either directly or indirectly – will disqualify the candidate.

Appointment to this post is subject to the satisfactory completion of Disclosure and Barring Service and Right to Work in the UK checks and satisfactory references.

Ullswater Community College is committed to the ongoing professional development of all its employees.

Ullswater Community College is an Equal Opportunities employer and we promise that no applicant will be treated unfairly because of their sex, race, marital status, disability or age.

Disabled applicants who meet the essential criteria will be interviewed.

Details of how we use and keep the information you provide on this application form can be found in our Privacy Notice, which is available on the school website.

Last name:	Initials:
Post for which you are applying:	
Where did you see the post advertised?:	

Personal details

Address	Address for correspondence (if different)
Post code:	Post code:

Telephone:	Mobile:
E-mail address:	

Right to work in the UK

If you are a non-British citizen but have the right to live and work in the UK, please complete the sections on work permits and/or visas and national insurance number (if applicable). If you are successful in your application you will be required to provide documentary evidence of your right to live and work in the UK before taking up your appointment at the College.

If you are a British citizen, please provide your national insurance number in the space below.

National insurance number:		
Visa reference:	Visa issued date:	Visa expiry date:
Work permit number:		Work permit expiry date:
Residency permit number:		Residency permit expiry date:

Educational qualifications

If you are successful in your application you will be asked to provide original documentation of your qualifications.

Secondary school attended	Dates attended	Qualifications and grade	Dates gained

College/university attended	Dates attended	Qualifications and grade	Dates gained

Other relevant courses undertaken	Qualifications and grade	Dates gained

Employment history

Please complete give details of your current or most recent employer and previous employment, leaving no gaps in employment. Time off for a career break, for caring responsibilities, for study, travel or absences from work because of a disability will not prejudice your application. Please attach additional sheets if necessary.

Name of current or most recent employer:	
Job title:	Full or part time*
Date of employment from:	Date to:
Salary or pay point:	Period of notice required:
Reason for leaving:	
Brief description of duties:	

*delete as appropriate

Other employment/experience (whether paid or unpaid):

Name and address of organisation	Job title	Brief description of duties	Dates from/to	Full or part time	Salary or pay point

Teaching applicants only

DFES teacher number:
Date Qualified Teacher Status gained:
Probation induction completed? Yes / No*

*delete as appropriate

Applicants with disabilities

Do you consider yourself to be disabled under the Equality Act 2010?

Yes / No*

*delete as appropriate

If yes, please list any reasonable adjustments you might need

During the interview:
When carrying out the role for which you are applying:

Suitability for the post

Are you currently involved in any Child Protection, disciplinary, grievance or competency procedure that could affect your suitability for this post?

Yes / No*

*delete as appropriate

If Yes, please give details:

Rehabilitation of Offenders Act 1974

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.

Do you have any 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*

*delete as appropriate

If yes, please give details:

References

Please provide the names and addresses of two referees, one of whom should be your current or most recent employer (for teaching applicants, this should be the Headteacher) or your College Headteacher if you are a newly qualified teacher, or your current/last employer.

Name:	Name:
Job title:	Job title:
Address:	Address:
E-mail:	E-mail:
All reference requests are sent via e-mail, it is therefore essential that you provide an e-mail address for both of your referees	
Telephone number:	Telephone number:

Non-teaching applicants: do you agree to references being taken up before interview *delete as appropriate

Yes / No*	Yes / No*
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Relationship

Please give the name and office or job title of any Governor or member of staff at the College with whom you have a close relationship. Please note that canvassing of any Ullswater Community College Officers or Governors – either directly or indirectly – will result in disqualification of the candidate:
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Declaration

To the best of my knowledge, I declare that the information contained in this application form is accurate and correct.

Signature of applicant:	Date:
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