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|  **Application Form** |
| **Please complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.*** |
| POST APPLIED FOR: |       | CLOSING DATE:  |       |
| **1. PERSONAL DETAILS (please complete in block letters)** |
| Surname:  |       | Forenames:  |  |
| Former Surnames: |  |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)  |       |
| Address for Correspondence:  |       | Permanent Address (if different): |       |
| Postcode: |       | Postcode: |       |
| Home telephone no:  |       | Mobile telephone no: |       |
| Work telephone no: Extension (if applicable): |       | Email address: |       |
| National Insurance No: |       | DfE Ref. No. |       |
| **2. EMPLOYMENT** |
| Name and address of employer: |       | Name and address of establishment where employed (if different): |       |
| Postcode: |       | Postcode: |       |
| Present Post: |       | Date Appointed: |       |
| Current Annual Salary:       | Point on pay spine:       | Additional Responsibility Points:       |
| Age range of pupils: |       | Number on roll: |       |
| School group |       Notice required:  Date left (if relevant)   |
| Brief description of duties:Please indicate reason for leaving or indicate your reasons for looking to leave.      |
| **3. PREVIOUS EMPLOYMENT** |
| **(Starting with the most recent first and exact dates). Please do not leave unexplained gaps as this forms part of our safer recruitment process.**(Please continue on separate sheet if necessary) |
| Employer(if employed by an LEA, give LEA and School/college) | Post | Grade / Scale | Full or part-time (if part-time, give hours) | Dates (month/year)  | Reason for leaving |
|  |  |  |  | From | To |  |
|       |       |       |       |       |       |       |
| **4. POST 16 EDUCATION & TRAINING**  |
| *(Including teacher training)**Qualifications obtained – Educational and Professional and or qualifications currently being taken**For teaching posts please state the age range of children for which you were trained* |
| Dates | Full or Part Time | Name of Educational Establishment | Qualification gained | Class of degree (eg Hons II (ii) | Date of award |
| From | To |  |  |  |  |  |
|       |       |       |       |       |       |       |
| **DETAILS OF TEACHER TRAINING** |
| If qualified since 1999, please give date when Newly Qualified Teacher status awarded:      |
| Primary [ ]  Secondary [ ]  Further [ ] (Please select as appropriate) | Age range for which trained:      |
| Main teaching subject:       |
| Subsidiary subjects:       |
| Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post. *(Please continue on a separate sheet if necessary).**Membership of professional bodies (Relevant to position applying for**Name and address of Professional Body**Grade of Membership**Membership number*      |
| **5. PERIODS OF UNREMUNERATED ACTIVITY** |
| Have you had any periods of unremunerated activity after the age of 18 years, eg raising family, unpaid voluntary work?YES [ ]  NO [ ]  |
| **If yes, please give details;** | **Dates** |
|  | From | To |
|       |       |       |
| **6. ADDITIONAL INFORMATION** |
| Please support your application by describing what particular experience, skills, attributes you can bring to this role via work, education, home or voluntary activities.  |
| **7. REFERENCES** |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.Lincoln UTC reserves the right to approach any previous employer or manager. |
| Name (Referee 1): |       | Name (Referee 2): |       |
| Title  | Mr/Mrs/Miss/Ms/other | Title | Mr/Mrs/Miss/Ms/other |
| Status: |       | Status: |       |
| Address: |       | Address: |       |
| Postcode: |       | Postcode: |       |
| Telephone No: |       | Telephone No: |       |
| Email address: |       | Email address: |       |
| Due to safer recruitment processes we must contact at least one reference prior to interview. If you have a preference please give details:  | Reference 1 [ ]  Reference 2 [ ] No Preference [ ]  |
| If No, you may wish to give reasons:     Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel |
| **8. PENSION** |
| Please give details of any pension scheme to which you have contributed      |
| If you have opted out of the Teachers’ Pension Scheme please give details:      |
| Have you elected to have your part time relief employment treated as pensionable? If yes, please provide the date of election | YES [ ]  NO [ ]  DATE:  |
| **9. DISCIPLINARY ACTION** |
| Have you ever been the subject of Disciplinary Action? YES [ ]  NO [ ]  If yes, please provide details of the circumstances and the outcome. |
| **10. GENERAL** |
| You are required to declare below any relationship with or to an employee of Lincoln UTC. Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.Please state name and position:      Do you hold a current driving license?Class full, provisional etcIf this post is full-time and it has been advertised as being suitable for job sharing. Please indicate whether you are applying for a full-time post, willing to job share, or whether you would consider either.Are there any dates when you will not be available for interview, eg holidays, please state |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | YES [ ]  NO [ ]  |
| This information is required, including that related to warnings regarded as "spent" in order for Lincoln UTC to ensure safe recruitment and meet its obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.  |
| **11. DISCLOSURE OF CRIMINAL BACKGROUND** |
| Lincoln UTC is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of all employees. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are ‘spent’ under the provisions of the Act. |
| Have you ever been convicted of a criminal offence? | YES [ ]  NO [ ]  |
| Have you ever been cautioned for a criminal charge? | YES [ ]  NO [ ]  |
| Are you at present the subject of a criminal charge? | YES [ ]  NO [ ]  |
| If YES to any of the above questions, please give brief details including dates. |
|       |
| Lincoln UTC is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Successful applicants will receive the UTC’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Failure to disclose any caution or conviction will lead to the withdrawal of any employment offer. |

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| **12. HEALTH/MEDICAL DETAILS** |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. |
| **13. EQUALITY ACT 2010** |
| The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.  The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. The UTC is committed to the development of positive practices to promote equality in employment.  The UTC guarantees an interview to disabled applicants who meet the essential shortlisting requirements.  If you would like to declare your disability, please tick the appropriate box below.Do you consider yourself to be disabled? YES [ ]  NO [ ]  |
| Is there any information that we need in order to offer you a fair selection interview/process? |
|       |
| **14. DATA PROTECTION ACT** |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the UTC without first seeking your permission, unless there is a statutory reason for doing so. This UTC is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. |
| **15. DECLARATION** |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, and then disciplinary action may be taken which may include dismissal from the post.I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Lincoln UTC.Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful on this occasion. |
| Signed       | Date       |
| Please return your completed application form  by email, post or by hand by the closing date to:  **Mrs Natalie Smith, Human Resource Officer, (**HR@Lincolnutc.co.uk**) or Lincoln UTC, Lindum Road, Lincoln. LN2 1PF****FOR OFFICE USE****Date received:****Date references take up:****Information from the applicant regarding Disclosure and Barring Service Checked****Yes No****Documents from the Disclosure and Barring Service Checked****Yes No****Medical Pre-Employment check****Yes No****Qualifications checked****Yes No****Signed Date** |

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| **Equality and Diversity Monitoring Form** |
| **How would you describe yourself?** |
|  |
| Choose ONE section from A to E and then tick the appropriate box |
|  |
|  |
| **A** |  | Asian or Asian British |
|  |  |  |
|  |  | Bangladeshi |
|  |  |  |
|  |  | Indian |
|  |  |  |
|  |  | Pakistani |
|  |  |  |
|  |  | Any other Asian Background, please state: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **B** |  | Black or Black British |
|  |  |  |
|  |  | African |
|  |  |  |
|  |  | Caribbean |
|  |  |  |
|  |  | Any other Black background, please state: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **C** |  | Chinese or other ethnic group |
|  |  |  |
|  |  | Chinese |
|  |  |  |
|  |  | Any other, please state: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **D** |  | Mixed Heritage |
|  |  |  |
|  |  | White and Asian |
|  |  |  |
|  |  | White and Black African |
|  |  |  |
|  |  | White and Black Caribbean |
|  |  |  |
|  |  | Any other Mixed background, please state: |  |  |
|  |  |  |
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| --- | --- | --- |
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| **E** |  | White |
|  |  |  |
|  |  | British |
|  |  |  |
|  |  | English |
|  |  |  |
|  |  | Irish |
|  |  |  |
|  |  | Scottish |
|  |  |  |
|  |  | Welsh |
|  |  |  |
|  |  | Any other White background, please state: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **F** |  | Prefer not to say |
|  |  |  |
|  |  |  |
| **Disability monitoring**To make positive changes, Lincoln UTC wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.What do we mean when we say disability?* Do you have a physical or mental impairment?
* Is it long term?
* Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers. |
|  |
| Do you consider yourself to have a disability or a long-term health condition? |  | Yes |  | No |
|  |
| What is the effect or impact or your disability or health condition? |  |
|  |
|  |
|  |
|  |  | Prefer not to say |
|  |
|  |
| If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact the HR Officer who is trained to help and support you.Lincoln UTC is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisations.Lincoln UTC gives a commitment that this information will remain confidential within HR. |
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| **Gender monitoring** |
| Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and Lincoln UTC is committed to work at achieving this. |
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| Would you describe yourself as: |
|  |
|  |  | Male |  | Female |  | Prefer not to say |
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|  |
| **Sexual orientation** |
| Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within Lincoln UTC.We seek to become an exemplar employer and make sure our processes and practices are fair to all staff.Please help us and do this by completing the following questions around your sexual orientation. |
|  |
| What is your sexual orientation |
|  |
|  |  | Bisexual |  | Heterosexual/straight |
|  |
|  |  | Gay man |  | Other |
|  |
|  |  | Gay woman/Lesbian |  | Prefer not to say |
|  |
|  |
| This information is for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.We will ensure in any analysis that is made public that it will not be possible to identify you. |
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| **Age monitoring** |
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| We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age.  |
|  |
|  |
| What is your Date of Birth? |
|  |
|  |  |  |  | **/** |  |  |  | **/** |  |  |  |  |  |  |  | (dd/mm/year) |
|  |
|  |
| Religion and belief |
|  |
| Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended. |
|  |
|  |
|  |  | Buddhist |  | Sikh |
|  |
|  |  | Christian |  | Other Religion or belief (please state) |  |  |
|  |
|  |  | Hindu |  | No Religion |
|  |
|  |  | Jewish |  | Prefer not to say |
|  |
|  |  | Muslim |
|  |