



APPLICATION FORM FOR EMPLOYMENT

CONFIDENTIAL

JOB DETAILS

Title of post applied for:

Closing date for application:

Plumpton College aims to provide a welcoming and inclusive environment and is committed to promoting and ensuring fair treatment for all. All applicants will receive equal treatment regardless of age, disability, gender identity, religion & belief, sexual orientation, gender & status, socio-economic status and race.

The College is committed to safeguarding and promoting the welfare of young people and others in its community and expects all staff to share this commitment. Depending on the post, work at the College will involve some degree of responsibility for safeguarding young people and vulnerable adults. This will be discussed with you at any interview.

*Please complete this form in type or in **black ink** and use A4 paper as continuation sheets.*

PERSONAL DETAILS

Title (*please state*):

Last Name:

Previous Name (if applicable):

First Names:

Address:

Telephone Numbers: Mobile

Home

Email:

National Insurance Number:

Do you hold a current Driving Licence?

YES/NO

EMPLOYMENT HISTORY

Please ensure you provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving. It is important that this list is continuous and contains no gaps.

PRESENT EMPLOYMENT

Name and Address of Employer

Your Job Title

Date started current post

/ /

Date commenced with Organisation

/ /

Current Salary

£

Notice Required

Where did you hear about this role?

Briefly describe your present or most current job; its main purpose, who you report to and your responsibilities.

PREVIOUS EMPLOYMENT

| Name and address of Employer | Position held | From/To | Reason for Leaving |
|------------------------------|---------------|---------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

EDUCATION AND TRAINING

(From secondary school or equivalent upwards) Please state whether full-time (F) or Part-time (P)

For teaching and instructing posts, please include any teaching qualifications held.

| Name of School, College etc. | Full time / Part time | Subjects Studied with grades |
|------------------------------|-----------------------|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

MEMBERSHIP OF PROFESSIONAL INSTITUTES

| Institute | Level of Membership | Year of Award |
|-----------|---------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

FURTHER DETAILS

Based on the information provided in relation to this vacancy, please describe the skills, knowledge and attributes you possess which support your application for this post. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary or community work or leisure interests.

REFERENCES

Please give the names, addresses and telephone numbers of two people who can be approached for references. *(one of whom should be your present employer, or last employer where applicable)*

References from family members or friends will not be accepted.

1.

Tel. No.

Email address:

2.

Tel. No.

Email address:

If you are short-listed for interview references will be taken up prior to your interview. Please contact the HR department on 01273 890454 if you do not wish us to contact your referees prior to interview.

Are you related to or do you know any existing employees or governors at the College?

Yes No

If Yes please state who and the relationship.

REHABILITATION OF OFFENDERS ACT 1974

This is an exempt post under the provisions of the Act regarding “spent” convictions.

You should read the attached guidance notes BEFORE completing this section.

You are required to declare any criminal convictions, bind-overs and cautions (including those regarded as ‘spent’).

Having read the guidance notes do you have any criminal convictions?

No Please move onto the next section

Yes Please attach further details in a sealed envelope marked “Strictly Confidential” to the return address given below.

Are you registered on ‘list 99’, been disqualified from working with children, or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC)?

No Please move onto the next section

Yes Please attach further details in a sealed envelope marked “Strictly Confidential” to the return address given below.

Any information you provide will be treated as strictly confidential and will be considered only in relation to your application.

You will be required to provide an Enhanced DBS check.

PROVIDING FALSE INFORMATION IS AN OFFENCE AND COULD RESULT IN THE APPLICATION BEING REJECTED, OR SUMMARY DISMISSAL AND POSSIBLE REFERRAL TO THE POLICE.

DECLARATION

I declare that the information given to support my application is true and correct. I understand that if any false or misleading information is given in this application it may render my Contract of Employment, if I am appointed, liable to termination.

Signed:

Date:

We look forward to receiving your completed Application Form and Equal Opportunities monitoring form.

Please return to : - The HR Department
Plumpton College
Ditchling Road
Plumpton, Nr Lewes
East Sussex
BN7 3AE

Or

e-mail: hr@plumpton.ac.uk



EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL - THIS SECTION WILL BE DETACHED FOR MONITORING PURPOSES AND DOES NOT FORM ANY PART OF THE SELECTION PROCESS

Plumpton College aims to provide a welcoming and inclusive environment by promoting and ensuring fair treatment for all. Applicants are judged only on their skills, knowledge, expertise and ability to do the job for which they are applying.

To ensure that this aim is being achieved and for continuous improvement, the College needs to record certain personal details about the people who apply for our jobs. We hope that, seen in the context of the equal opportunities, these questions will give no cause for offence.

The information given will be used solely for monitoring purposes. The slip will be detached before the selection process begins and will in no way affect the consideration of your application.

Title of post applied for _____

Gender:

MALE FEMALE

Age Group

Under 20 20-29 30-39 40-49 50-59 60-64 65 or over

Ethnic Origin (Please indicate by a tick in the appropriate box)

Asian or Asian British

- Bangladeshi
 - Indian
 - Pakistani
 - Any other Asian background (please specify)
-

Black or Black British

- Caribbean
 - African
 - Any other Black background (please specify)
-

Chinese or Other Ethnic Group

- Chinese
 - Any other background (please specify)
-

Dual Heritage

- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other Mixed Background (please specify)
-

Traveller/Gypsy

- Gypsy
 - Traveller
 - Other (please specify)
-

White

- British
 - Irish
 - Any Other White background (please specify)
-

Prefer Not to Say

Sexual Orientation

Please select which best describes your sexuality

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight
- Other
- Prefer not to say

Religious Belief

Please indicate your religious belief

- Atheist
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No religion
- Prefer not to say

Marital Status

- Common Law Partnership
- Divorced
- Married/Civil Partnership
- Single
- Widowed
- Prefer not to say

Disability Discrimination Act (DDA)

A person has a disability under the DDA if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Long term means has lasted, or is expected to last, for 12 months or more. Do you consider yourself to be a disabled person?

- Yes
- No
- Prefer not to say

PLUMPTON COLLEGE

EQUALITY OF OPPORTUNITY IN EMPLOYMENT POLICY: GENERAL STATEMENT

Plumpton College wholeheartedly supports the principle of equality of opportunity in employment and opposes all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion, gender, marital status, sexual orientation, medical condition (including people with HIV and AIDS), disability and age. It is in both the college's best interest, and those who work for it, to ensure that the attributes, talents and skills available throughout the community are recognised when employment opportunities arise.

To this end, the overriding principle is that jobs should be filled by those best able to do them. Every possible step will be taken to ensure that the College's staff, and potential staff, are all treated equally and fairly and that all employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria. Through this the College ensures the most effective use of its human resources.

Action Points:

In order to put this policy of equality of opportunity into practice in the day-to-day operation of the College's business, management will:

- survey the attitude of its employees to equality of opportunity issues;
- set out action plans containing explicit, measurable and achievable objectives, and implement them;
- provide training, development and guidance for managers and supervisors and others involved in personnel and management decision making, including the requirement for all senior and middle managers to attend an equal opportunities awareness seminar;
- use communication channels and networks to keep equality of opportunity in employment high on the College's agenda, as a core organisational value;
- introduce lawful positive programmes and initiatives to train and encourage under-represented groups;
- monitor and evaluate:
 - o existing procedures for recruitment advertising, selection, promotion and training;
 - o the composition of the existing workforce and the wider demographic picture;
 - o the application and effects of this policy;
- review strategies, programmes and initiatives to maintain their effectiveness;
- review the policy and its effects on a regular basis.

Line managers are responsible for implementing this policy within their departments. All employees, however, irrespective of their job or level within the organisation, are personally and individually responsible for ensuring that they read, understand and act in accordance with the principle of equality of opportunity in employment as outlined in this policy and its supplements. Failure to do so may result in disciplinary action.

The Director of Finance and Administration will submit an annual report to the College's Finance and General Purposes Committee monitoring, evaluating, reviewing and updating the effectiveness of this corporate policy.

Employment of People with Disabilities:

People with disabilities often do not receive their fair share of the jobs available. This is not an acceptable situation because: most people with disabilities have the same skills and abilities to offer as able-bodied people and are effective as employees without the need for any special help; many other people with disabilities have as much to offer as able-bodied people given the use of appropriate help which is readily available. When the abilities of staff with disabilities are overlooked, the College is missing out on the contribution of potentially valuable employees.

Employment of People with HIV or AIDS:

The College recognises that stigma and discrimination, together with concerns about health, can result in high levels of stress for people living with HIV and AIDS and their carers and it acknowledges the need to provide extra support to maintain people affected by HIV in employment. The policy also extends to situations in which employees may be working with clients or customers who have HIV or AIDS.

Employment of People from Ethnic or Religious Minority Groups:

This supplement defines the College's objectives and procedures in relation to the employment of people within racial, cultural or religious minority groups. It also recognises, and responds to the College's legal obligations under the Equal Opportunities Acts and the Race Relations Act and reflects the College's desire to promote communication and good relationships with racial, cultural, ethnic and religious groups in respect of the formulation of strategy and policy, in service delivery and community relations.

Sex Discrimination Employment Policy:

The College recognises that overall it employs more men than women and that the balance is not maintained at all levels in the organisations and women are particularly under-represented in the lecturing, supervisory and management levels. The College therefore recognises that this implies that women continue to suffer a lack of opportunity in employment in relation to their male colleagues. The College also recognises that men can sometimes experience discrimination when applying for posts traditionally held by women.

Dealing with Harassment : Policy and Guidance:

The College aims, through its overall policy on equality of opportunity in employment, and its supplementary policy on dealing with harassment, to create a working environment in which the dignity of all employees is respected and where employees feel able, and are encouraged, to reach their full potential and effectiveness. The College has produced a policy and guidance leaflet for managers and staff respectively, which define the nature of harassment as behaviour which is unwanted by the person to whom it is directed and outline procedures to deal with it effectively. This guidance includes information on the standards of behaviour which are expected and provides employees, who are victims of harassment, with a means of redress. The College does not find sexual, racial or any other form of harassment in the workplace acceptable and will take appropriate action, including disciplinary measures, to deal with it.

Age and Employment Policy:

The College recognises that one of the major changes in our society today is that people are living longer and are leading more active and healthier lives as they grow older. Against this background the College is committed to improving equality of opportunity in employment for people throughout their working lives and where possible to taking steps to eradicate age-related personnel practices. The College's general statement of equality of opportunity maintains that employment decisions should be based on people's attributes, talents and skills in relation to job related objective criteria. The use of age related criteria reduces this objectivity and increases the likelihood of poor quality decisions which are harmful to individuals and wasteful of the attributes people bring to the organisation.

PLUMPTON COLLEGE

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

Introduction:

It is a requirement of the Disclosure and Barring Service's (DBS) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

Policy Statement:

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Plumpton College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Plumpton College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Plumpton College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Plumpton College to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We endeavour to ensure that anyone in Plumpton College who is directly responsible for the selection of personnel (this is normally the Principal) has been suitably trained to identify and assess the relevance and circumstances of offences and are familiar with the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

THE REHABILITATION OF OFFENDERS ACT (1974): GUIDANCE NOTES

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the application form.

Disclosure of Criminal Convictions:

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become “spent”. Under the above Act you do not need to provide details about either minor motoring offences of previous convictions once they become “spent”:-

- i. “Spent” periods are halved if the conviction took place when you were aged 17 or less;
- ii. A sentence of longer than 2½ years in prison will never become “spent”;
- iii. A sentence of preventive detention and a sentence of detention during Her Majesty’s pleasure is never “spent”;
or
- iv. It is immaterial for the process of calculating a “spent” conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Details of a conviction will not disqualify your application, but it will be taken into consideration as to how suitable you are for that type of work, should your application be successful. Failure to disclose any “unspent” convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice. Please see the list below which details the rehabilitation periods for criminal convictions.

Criminal Convictions and Time Periods before becoming “spent”:

| Sentence: | Become Spent After: |
|--|--|
| For sentence of imprisonment or youth custody exceeding six months but not exceeding 2½ years | 10 years |
| For a sentence of imprisonment or youth custody not exceeding six months | 7 years |
| For a sentence of Borstal training | 7 years |
| For a fine or other sentence under this Act, not otherwise covered in this table | 5 years |
| For an absolute discharge | 6 months |
| For a probation order, conditional discharge or bindover, fit person orders, supervision order or Care order under the Children and Young Persons’ Act (and equivalent in Scotland) | 1 year or until the order expires (whichever is the longer) |
| For cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty’s Service | 10 years |
| Any sentence of detention in respect of a conviction in service disciplinary proceedings | 5 years |
| For detention by direction of Home Secretary: <ul style="list-style-type: none"> – for a period exceeding six months but not exceeding 2½ years – for a period not exceeding six months – for a detention centre order – for a remand home order, an approved school order or attendance centre order – for a hospital order under the Mental Health Acts | 5 years 3 years 3 years The period of the order plus a further year after the order expires. The period of the order plus a further 2 years after the order expires (with a minimum of 5 years from the date of conviction). |

Exemptions under the Rehabilitation of Offenders Act:

There are specific job categories and classes of employment that are exempt under the provisions of the Act. This means that convictions never become “spent” for work in these categories. Therefore, if you are applying for a position which falls within one of the work categories listed below, you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. The areas of employment that carry exempt status are as follows:

- Work involving matters of National Security.
- Judicial appointments.
- Employment in the office of the Director of Public Prosecutions.
- Employment in the office of Procurator Fiscal or District Court Prosecutor or in the Crown Office.
- Justices’ Clerks and Justices’ Clerks Assistants.
- Constables, Police Cadets, Military, Naval and Air Force Police and certain posts involving police work or assisting the police.
- Employment in the Prison Service including appointment to the Board of Visitors.
- Traffic Wardens.
- Probation Officers.
- Certain professions with legal protection such as Barristers, Solicitors, Accountants or Nurses.
- Any office or employment concerned with the provision to persons aged under 18 years of accommodation, care, leisure and recreational facilities, school, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such provision takes place.
- Employment connected with the provision of Social Services that involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol.
- Employment concerned with the provision of health services, within the National Health Service or otherwise, which involves access to patients.
- Any occupation that concerns the management of an abortion clinic or a private hospital or nursing home.
- Any occupation concerned with the management of an establishment for which registration is required by Section 37 of the National Assistance Act 1948.
- Any occupation for which a Certificate of Fitness to keep explosives is required.
- Firearms dealer.
- Any occupation requiring a licence, certificate, or registration from the Gaming Board of Great Britain.
- Director, Controller, or Manager of an insurance company.