**APPLICATION FORM**

**VACANCY DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for:  |       | Post reference number: |       |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname  |       | Forename: |       |
| Previous Surname (if applicable) |       | Title: |       |
| NI Number: |       |
| TRN Number: |       |
| Address: |       |
| Email Address:  |       |
| Telephone/ Mobile Number: |       |
| Are you related to any governor or member of Lincoln College staff? | Yes [ ]  No [ ] If yes, please state name and relationship:       |
| Please give details of any dates during the next 6 weeks when you would not be available for interview. *Please note if the date of interview has been specified in the job advertisement, this date cannot be changed.* |       |
|  |
| Lincoln College has made a commitment to improve employment opportunities for people with disabilities.  We have undertaken to interview all applicants with a disability (who meet the essential short-listing criteria for a job vacancy) and consider them on their abilities. Do you consider yourself to be a disabled person?  | Yes [ ]   | No [ ]  |
| In order to promote our positive action commitment in underrepresented groups, please confirm if you are from an ethnic minority group.  | Yes [ ]  | No [ ]  |
| Do you have any specific requirements which will help you with an interview?  | Yes\* [ ]  I | No [ ]  |
| \*If Yes, please specify:       |
| Lincoln College are committed to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Armed Forces personnel can add to our workforce and the quality of education they can offer to our Students. We have therefore pledged to interview all applicants who are ex-armed forces personnel (who meet the essential shortlisting criteria for a job vacancy). Please confirm if you have current and/or previous service within the armed forces. | Yes [ ]   | No [ ]  |
|  |
| Part-time positions only – state days and sessions (AM, PM, evenings and weekends) when you are normally free to work: |
|       |

**PRESENT/MOST RECENT EMPLOYMENT** *(if applicable)*

|  |  |
| --- | --- |
| Name and address of employer: |       |
| Post Title: |       | Salary/Wage: |       |
| Start Date: |       |
| End date & reason for leaving *(if applicable)*: |       |
| Brief Description of duties and responsibilities: |       |

**EDUCATION AND TRAINING** *(most recent first – please explain periods not in education/training)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From *(month/year)* | To *(month/year)* | Secondary School attended, College, Polytechnic, University | Qualification obtained, passed or studies currently being undertaken | Date passed | Grade or stage |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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**QUALIFICATIONS**

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| --- | --- | --- | --- |
| Do you possess GCSE English and Mathematics Grades A-C or equivalent?  | English: | Yes [ ]  | No [ ]  |
| Maths:  | Yes [ ]  | No [ ]  |

**DETAILS OF OTHER RELEVANT COURSES ATTENDED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course title and organising body | Subjects | Length of course  | From | To |
|       |       |       |       |       |
|       |       |       |       |       |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of professional body | Present grade of membership | Was entry gained through examination?  | Date of entry |
|       |       |       |       |
|       |       |       |       |

**ALL PREVIOUS EMPLOYMENT** *(most recent first)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From *(month/year)* | To *(month/year)* | Employer | Post grade and title | Wage/Salary | Full/Part Time | Reason for Leaving |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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**PLEASE EXPLAIN PERIODS OF NON-EMPLOYMENT** *(continue on a separate sheet if necessary)*

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|       |

**RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

Explain how you meet each one of the job requirements, as detailed in the person specification. You may draw on knowledge, skills, abilities and experiences etc. gained from paid or unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. *(It is recommended that you use the headings from the person specification to help you organise your information).*

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**REFEREES**

All offers of employment are subject to receipt of satisfactory references. Referees will be contacted once a provisional offer of employment is made.

Please name two people who may be approached for a reference in respect of your application. If you are/have been employed, both references must be employment references, with the first reference being your current/most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Please note that there may be certain instances when more than two references are required. For example, if a candidate for a post requiring a specific qualification (e.g. Lecturer, Finance) is not currently employed in that vocational role, the HR Unit in conjunction with the appointing manager, may decide to request further references from the organisation at which the candidate was most recently employed in a similar role to confirm details of their employment and their reasons for leaving.

Lincoln College reserve the right to contact referees directly to discuss information provided in references and clarify a candidate’s suitability to fulfil the requirements of the role.

First Referee

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |       | Forename: |       |
| Email Address: |       | Position/Post Title:  |       |
| Address: |       |
| Email Address:  |       |
| Telephone/Mobile Number: |       |

Second Referee

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |       | Forename: |       |
| Email Address: |       | Position/Post Title:  |       |
| Address: |       |
| Email Address:  |       |
| Telephone/Mobile Number: |       |

**SAFER RECRUITMENT**

Lincoln College is committed to the safeguarding of its learners and believes that safeguarding and promoting the welfare of children is every employee’s responsibility.

Safer Recruitment is embedded into the Lincoln College recruitment process to ensure the following:

* Students are able to learn and thrive in a safe environment.
* Statutory responsibilities are adhered to.
* Appropriate staff are appointed for the job they do.
* Recruited staff and volunteers are the best in their field.

The Lincoln College Safer Recruitment Policy describes in detail the recruitment processes and the checks which are in place to help deter, reject or identify people who are unsuitable to work within our learning environment. A copy of this is available on request from the HR Unit.

Your employment with Lincoln College will be subject to satisfactory safer recruitment checks. These checks may include a DBS Check, Reference check, Prohibition Check, a Right to Work in the UK check an identity document check to that the person presenting themselves for work is the same person on whom the checks have/ will be carried out on.

Please complete the sections below, to confirm that you are happy to consent to the following checks being undertaken by Lincoln College:

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| **DBS CHECK DECLARATION:**I hereby give consent to Lincoln College to check my DBS status should I be successful in my application, by either requiring the completion of an Enhanced DBS application (including Child and/or Adult Workforce check where applicable) or if I am already a registered member of the Update Service, by undertaking an online check of my information. Yes [ ]   |
|  |
| **EMPLOYMENT OF OFFENDERS**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes [ ]  No [ ] Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes [ ]  No [ ] If yes, please give details of offence (s) and, if applicable, sentence including dates:     The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*Please refer to the guidance notes – Employment of Offenders, for guidance on your obligations to disclose cautions, reprimands, final warnings or convictions and the College’s response to such disclosures.*  |
|  |
| **SECRETARY OF STATE PROHIBITION ORDERS**I hereby give consent to Lincoln College to conduct a Prohibition from Teaching Check (if deemed applicable to my role) via the NCTL secure access checking service, should I be successful in my application [ ]  |
|  |
| **RIGHT TO WORK IN THE UK**I confirm that I have the legal right to work in the UK and give my consent to an identity document check taking place, to ensure that Lincoln College have completed their statutory duty in line with government legalisation. For further information please visit -<https://www.lincolncollege.ac.uk/jobs/prevention-of-illegal-working/> [ ]  |
|  |
| **PREVENT DUTY AND BRITISH VALUES**Lincoln College is committed to Prevent Duty and promoting British Values within the workplace. On offer of employment, new starters are required to complete HM Government eLearning training on Prevent, in addition to mandatory safeguarding training. For further information on the Prevent Duty training please visit: [www.elearning.prevent.homeoffice.gov.uk/](https://www.elearning.prevent.homeoffice.gov.uk/) . For further information on the Prevent Duty please visit - <https://www.gov.uk/government/publications/prevent-duty-guidance>  |

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| I declare that to the best of my knowledge, the information contained on this application is accurate. [ ] I understand that should my application be successfully shortlisted, any discrepancies or anomalies (For example, gaps in employment or reasons for leaving employment) in the information provided as part of this application form, will be disused further as part of their interview process. [ ] I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I give my consent to Lincoln College processing my personal data (including special categories of personal data) for the purposes stated below. [ ] I also confirm that I am not on the child or adult barred list, disqualified from working with children, subject to a prohibition from teaching order or subject to sanctions imposed by a regulatory body. [ ] Signed:      Date:       |

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| **GEGNERAL DATA PROTECTION REGULATION**General Data Protection Regulation (GDPR) - Our Privacy Notices describe what Lincoln College does with the personal information you provide it with.  Further information can be found via <https://www.lincolncollege.ac.uk/privacy-policy>  |

**EMPLOYEE PRIVACY NOTICE**

The organisation collects and processes personal data relating to its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.  Our Employee Privacy Notice can be viewed/downloaded from our website via the following link - <https://www.lincolncollege.ac.uk/privacy-policy> and then by selecting Employee Privacy Notice from the Downloads section.

**Data controller: Lincoln College, Monks Road, Lincoln, LN2 5HQ**

**Data Protection Officer: Sarah Adams (Clerk to the Corporation) –** **dpo@lincolncollege.ac.uk**