#### APPLICATION FORM

UTC Swindon is an equal opportunities employer

Confidential

|  |  |  |
| --- | --- | --- |
| Post No:  |  | For office use only |
| Job Title: |
| Where did you see the post advertised? |  | App No: |
| Pages 1, 2 and 3 of this form must be completed in typescript or black pen. A full curriculum vitae may also be included. |
| Surname |  | Ref No: |
| Title  |  |
| First name(s) |  | App Rec’d: |
| Address |  |
|  |  | Invitation to attendsent on: |
|  |  |
| Post code |  |
| Email address |  |  |
| We use email to invite short-listed candidates to interview. You are advised to check your spam filter in case correspondence is there. If you don’t provide an email address you will be contacted by post, if invited for interview. |
| Telephone  | Day |  | Evening |
| National Insurance Number |  |
| REFEREES Please give the name, postal address, email address (if known) of **two referees**. One should normally be your present employer. Please indicate your relationship with each referee.  |  | Referees |
| 1. |  |
|  |
|  Relationship to referee |
| Email address:May we contact this referee without further authority from you? Yes/No | Written to on/ received |
| 2. |  |  |
|  |
|  Relationship to referee |
|  | Email address:May we contact this referee without further authority from you? Yes/No |  |  |

*Please note that an offer of employment is subject to satisfactory medical clearance and references.*

|  |
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| **Education experience****Educational qualifications** (list in chronological order from secondary school onward)  |
| Name of Institution | Dates from/to | Full or part-time | Subjects studied | Qualifications obtained (include grades) |
|  |  |  |  |  |

|  |
| --- |
| **Other relevant training and development experience/courses** (if appropriate) |
| Where undertaken | Dates from/to | Full or part-time | Topic/subject  | Qualifications obtained. (if applicable) |
|  |  |  |  |  |

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| --- |
| **Employment summary**You may continue on a separate sheet if necessary |
| Employer | Dates  | Full or part-time | Post title and nature of duties | Salary | Notice period | Reason for leaving |
| Current post |  |  |  |  |  |  |
| Employer | Dates | Full or part-time | Post title and nature of duties |
| Previous Employment  |  |  |  |

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| **Relevant Experience and Skills**Using the person specification to guide you, please give details of any experiences and skills with which you feel are relevant to the post. Include a description of your duties in your present role, if appropriate, and details of experiences and skills gained in previous roles andany other areas such as temporary work, voluntary work, studies or spare time activities. You may continue on a separate sheet if necessary. Please also note any requirements for a letter of application. |

**Further Information**

|  |
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| Please give details of any conviction, including date of conviction and sentence imposed.1. Road traffic offences should be included2. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975. Applicants are, therefore, not entitled to withhold information about convictions for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action by the governing body. All convictions or cautions or bind over orders must therefore be disclosed below. Applicants should note that, if they are selected or a post having substantial access to children, the governing body, in the interest of the protection of children will require them to give their permission to carry out a check with the local police to establish whether or not they have a criminal background. |
| In order to ensure fairness and openness of our selection process please state whether you are related to, or in personal relationship with a Governor, or employee of UTC Swindon. Yes / No |
| If YES, please give details:  |  Name: |  |
|  Position at School: |  |
|  Relationship with yourself: |  |

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| **Equal opportunities policy**UTC Swindon is an equal opportunities employer. This application form does not contain any questions relating to a) place of birth/nationality, b) marital status or children, or c) disability.Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.The Equality, Diversity and Inclusion Monitoring Form does not form part of your application. The information from it will be kept separately and used only to monitor the effectiveness of our equal opportunities policy. |

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| **I certify that the information given on this form is correct and complete.**The discovery of relevant information not disclosed could lead to disciplinary action and/or dismissal after appointment. |
| Signed: | Date: |
| Completed applications should be emailed to: **dlee@utcswindon.co.uk** |

**Equality, Diversity and Inclusion Monitoring**

UTC Swindon has adopted equality, diversity and inclusion as core values and places all it does in the context of the objectives:

* Ensuring that all individuals who come into contact with the University, whether as employees or in other capacities are treated with dignity and respect;
* Ensuring that the opportunities of employment are made available on a non-discriminatory basis

We would like you to complete the form and email or post to the address at the end. The information is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998.

This will help us understand who we are reaching and to better serve everyone in our community. The information will be used to provide an overall profile analysis of people applying for employment with us. If you would like the form in an alternative format or would like help in completing the form, please contact a member of staff.

**Additional information for disabled applicants**

UTC Swindon is committed to encouraging disabled people to apply for jobs by offering them the guarantee of an interview if they meet the essential criteria for a job vacancy.

**If you are disabled and may need additional arrangements to be put in place for interview please complete Section B.**

You are welcome to contact the Human Resources Team (tel: 01865 485698) in confidence at any point during the recruitment and selection process to discuss any support required for participation at interview or any reasonable adjustments we can make that will help overcome any operational difficulties presented by the job.

**SECTION A – Equality, Diversity and Inclusion Questionnaire**

**1. What is your legal sex?**

*This is the sex given on your birth certificate*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I am:** Male  |  |  |  Female |  |   |

**2. Is your gender identity the same as the gender you were assigned at birth?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yes |  | 01 | No |  | 02  | Prefer not to say |  | 98 |

**3. Date of Birth:** (dd/mm/yyyy)……………

**4. Country of Nationality:**  ………………

**5. Disability:\*\***

The Equality Act 2010 considers a person to be disabled if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities. Further information is available at: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability?**  |  |  No |  |  Yes  |

If yes please indicate which of the following areas is most appropriate to you (**you may tick up to two boxes**)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Specific learning disability (e.g. dyslexia or dyspraxia) |  | 51 | Long standing illness or health condition (e.g. cancer, HIV, diabetes) |  | 54 |
| General learning disability |  | 52 | Mental health condition |  | 55 |
| Social/communication impairment (e.g. Asperger’s syndrome) |  | 53 | Physical impairment or mobility issues |  | 56 |
| Blind or serious visual impairment not corrected by glasses |  | 58 | Deaf or serious hearing impairment |  | 57 |
| Prefer not to say |  | 97 | Other type of disability |  | 96 |
| If you have identified you are disabled but **DO NOT** want your application to be considered under the two-ticks scheme please tick here  |  |

**If you are disabled and may require any adjustments to be made during the interview process please see section B**

**6. Ethnicity:**

*Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are recommended by the Higher Education Statistical Agency (HESA) and reflect the 2001 census ethnicity classification system.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asian or Asian British- Indian  |  | 31 | Asian or Asian British- Pakistani |  | 32 |
| Asian or Asian British- Bangladeshi |  | 33 | Chinese |  | 34 |
| Other Asian background |  | 39 |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Black or Black British- Caribbean |  | 21 | Black or Black British- African |  | 22 |
| Other Black background |  | 29 |  |
|  |
| White |  | 10 | Gypsy or Traveller |  | 15 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mixed- White & Black Caribbean |  | 41 | Mixed- White & Black African |  | 42 |
| Mixed- White & Asian |  | 43 | Other Mixed background |  | 49 |

|  |  |  |
| --- | --- | --- |
| Arab |  | 50 |
|  |
| Any other ethnic group |  | 80 |
| Information refused |  | 98 |

**7. Sexual orientation:**

**How would describe your sexual orientation?:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual  |  | 1 | Gay man |  | 4 | Gay woman/lesbian |  |  2 |
| Heterosexual |  | 3 | Other |  | 9 | Prefer not to say |  |  0 |

**8. Religion and/or belief.**

**Which group do you most identify with?:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Buddhist |  | 1 | Christian |  | 2 | Hindu |  |  3 |
| Jewish |  | 4 | Muslim |  | 5 | Sikh |  |  6  |
| Spiritual |  | 7 | No religion |  | 8 | Other religion/ belief |  |  9 |
| Prefer not to say |  | 0 |  |  |  |  |  |  |

Thank you for helping us to ensure the effectiveness of our equality, diversity and inclusion policies and practices by completing this questionnaire.

**SECTION B - Information for Disabled Applicants on arrangements if selected for an interview**

Any information provided regarding additional needs will only be used to ensure that we can fully support you during the interview process, and will only be disclosed to those who need to know to enable appropriate adjustments to be made.

|  |
| --- |
|  |

Please indicate whether you would need any of the following arrangements to be made if you were invited to interview

|  |  |  |  |
| --- | --- | --- | --- |
| Interview information on audio tape |  | Car parking space for Interview |  |
| Interview information in large print |  | Induction Loop in interview room  |  |
| Facility for personal carer, assistant or other person to accompany you at interview |  | Wheelchair accessible location for interview |  |
|  |
| Sign language or other assistance with communication at interview (Please specify the exact type of service required). |
| Other requirements – please give details. |

Thank you for completing this form. Please return it, along with your application form, to dlee@utcswindon.co.uk