



New College Durham

Application for New College Durham Supply Pool*

*This form must be read in full, signed and dated. Supply Pool applications returned without the signed declarations will not be accepted.

EQUAL OPPORTUNITIES

As a public sector employer, New College Durham is required to collect details of an applicant's equality and diversity information. This information is collected to fulfil this obligation and is used for monitoring purposes only.

Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth:
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Marital Status:	Single <input type="checkbox"/>	Civil Partnership <input type="checkbox"/>
	Married <input type="checkbox"/>	Partnered <input type="checkbox"/>
	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>
	Widowed <input type="checkbox"/>	Other (please state) <input type="text"/>

Disability:	Yes - rather not say <input type="checkbox"/>	No <input type="checkbox"/>
	Yes-mental ill health <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
	Yes - physical impairment <input type="checkbox"/>	
	Yes - learning difficulty <input type="checkbox"/>	

Please indicate if there are any particular arrangements that may help to facilitate you in the selection process or any aspect of the job.

In order to promote equal opportunities, the College has made a commitment to improve employment opportunities for people with disabilities, and have adopted the Employment Departments "two-ticks symbol" which highlights that we are Positive About Disabled People.

Sexuality - Are you prepared to indicate which term best describes your sexuality? If yes please state:				
Heterosexual <input type="checkbox"/>	Gay Man <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Religion/belief – Are you prepared to indicate a term which best describes your religion/belief? If yes please state:				
Atheist <input type="checkbox"/>	Baha'i <input type="checkbox"/>	Buddhism <input type="checkbox"/>	Christianity <input type="checkbox"/>	
Hinduism <input type="checkbox"/>	Jainism <input type="checkbox"/>	Judaism <input type="checkbox"/>	Muslim <input type="checkbox"/>	
Parsi <input type="checkbox"/>	Rastafarianism <input type="checkbox"/>	Sikhism <input type="checkbox"/>	Zoroastrian <input type="checkbox"/>	
Prefer not to say <input type="checkbox"/>	Other – Please state <input type="text"/>			

What do you consider to be your ethnic origin?			
Asian or Asian British - Bangladeshi <input type="checkbox"/>	White - any other White background <input type="checkbox"/>	Black or Black British - African <input type="checkbox"/>	
Asian or Asian British - Indian <input type="checkbox"/>	Mixed - White and Asian <input type="checkbox"/>	Black or Black British - Caribbean <input type="checkbox"/>	
Asian or Asian British - Pakistani <input type="checkbox"/>	Mixed - White and Black African <input type="checkbox"/>	Black or Black British - any other? <input type="checkbox"/>	
Asian or Asian British - any other <input type="checkbox"/>	Mixed - White and Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
White - United Kingdom <input type="checkbox"/>	Mixed - any other Mixed background <input type="checkbox"/>	Not known/declined answer <input type="checkbox"/>	
Any other (please state) <input type="text"/>			

DATA PROTECTION

The information provided on this form and on your application for Supply Pool work will be used in the recruitment and selection process and will be held and processed confidentially and may form the basis of Human Resource Management computerised records. Should you be unsuccessful in the selection process, manual records will be kept for six months and then destroyed. Any offer of Supply Pool work is conditional upon agreement to the processing of data by the College.

I agree to New College Durham holding and processing the data supplied on this form and on the application form provided that proper regard is had to such data protection principles as may be in force.

For the purposes of electronic communications, inclusion of your name in the Signature field below will be taken as acceptance of the above conditions.

Signature: _____

Date: _____

RESTRICTIONS

Staff working at the College who have the opportunity for access to young persons are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you have received any convictions, which for other purposes are 'spent' under the provisions of the Act, you are not entitled to withhold information and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Corporation. Any information given will be completely confidential and will be considered only in relation to your application for a position to which the order applies.

Is there any reason that you cannot work with children / young people (under 18 years of age) or with vulnerable adults? Yes ☐ No ☐

Have you ever been refused employment, or had your employment terminated whilst working with children / young people (under 18 years of age) or with vulnerable adults? Yes ☐ No ☐

Have you ever been subject to any formal investigation / police investigation whilst working with children / young people (under 18 years of age) or with vulnerable adults? Yes ☐ No ☐

Do you have any cautions (including any final warnings or reprimands) or convictions which are not "protected" as defined by the Exceptions Order 1975* to the Rehabilitation of Offenders Act 1974? Yes ☐ No ☐

* As amended by the 2013 Exceptions Order

If yes, please give dates and details of any convictions:

Are there any other matters that may be relevant to your suitability to work for the College? (There is no obligation to disclose a protected caution or conviction as defined by the Exceptions Order 1975 * or any circumstances ancillary to that protected caution or conviction).

PREVENT AND FUNDAMENTAL BRITISH VALUES

New College Durham has a legal and moral obligation to ensure our staff and students are not exposed to views that conflict with, or undermine, fundamental British Values. All visitors should read the statements below and indicate if they agree, and then sign the declaration below.

The College is acting in the best interests of staff and students and not making any unfavourable judgement about visitors or their views and opinions.

I confirm that I will not incite an audience to violence, breach of the peace or racial hatred, and I understand that such words or actions are contrary to public orders and as such will not be regarded as lawful speech. Yes ☐ No ☐

I confirm that I will respect the rights and freedom of others as protected by the law (for example, I must not make statements which are actionable or defamation). I will respect the freedom of speech of others and will ensure that no groups face unlawful discrimination as a result of my words or actions. Yes ☐ No ☐

I confirm my support for fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. I fully understand that freedom of speech does not extend to individuals or organisations not committed to these values. Yes ☐ No ☐

Signature: _____

Date: _____

APPLICANT COMMITMENT TO SAFEGUARDING

This form must be read in full, signed and dated, and returned with your completed application form. Application forms returned without this signed declaration will not be accepted.

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment. Successful applicants may be required to apply for Disclosure from the DBS.

Rehabilitation of Offenders Act 1974

Staff working at the College who have the opportunity for access to young persons, are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

The College actively promotes equality of opportunity with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The College selects all candidates for employment based on their skills, qualifications and experience, in comparison against a prepared personal specification.

For those positions where a Disclosure is required, staff are not entitled to withhold information regarding convictions. Any failure to disclose such convictions could result in dismissal or disciplinary action by the College. Where a Disclosure is to form part of the recruitment process, the College encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process (i.e. via the application form).

Agreement Statement

I confirm that I have read, understood, and agreed with the New College Durham, Safeguarding Vulnerable Groups - Essential Recruitment & Selection Practice Policy; and the Policies for Safeguarding Young People and Adults at Risk (attached).

I confirm that I have read and understood the Department for Education document, 'Keeping Children Safe in Education: information for all school and college staff' (attached).

I confirm that I am not registered on the Children and/or Adults Barred List(s) held by the DBS (formerly held by the ISA), disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that if applicable to the post I may be required to apply for, or allow New College Durham to take a copy of my disclosure certificate which will be retained and stored by the College in accordance with DBS (formerly CRB) Code of Practice'.

For the purposes of electronic communications, inclusion of your name in the Signature field below will be taken as acceptance of the above conditions.

Signature: _____

Date: _____

PERSONAL DETAILS

Please choose as applicable Dr Mr Mrs Miss Ms Other Surname:

Forenames:

Home address in full:

Address for correspondence (if different from home address)

Home telephone number:

Work telephone number (if it may be used):

Mobile telephone number:

Email address:

DfEE number (teaching staff only):

National Insurance number:

Do you own a car?:

Yes ☐

No ☐

Current driving licence:

Yes ☐

No ☐

UK/European Economic Area National?

Yes ☐

No ☐

If no, please give details of work permit currently held:

Nationality:

Availability for work with New College Durham:

Monday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>
Tuesday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>
Wednesday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>
Thursday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>
Friday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>
Saturday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>
Sunday	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Evening <input type="checkbox"/>

Please list the subjects for which bookings are being sought (please utilise subject codes supplied with the application guide). We request that you put a total of no more than **three** subject codes, please pick the three most relevant codes for teaching, support or a mixture of both.

Teaching Subject Code(s)

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You must hold or be working towards a current teaching qualification to be considered for any teaching work.

Support Subject Code(s)

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Have you previously applied for a post within New College Durham in the last six months: Yes ☐ No ☐

If yes, please give details: (If more than one application made, give details of last)

Do you currently work at new College Durham in any other capacity? Yes ☐ No ☐

If yes, please give details:

EDUCATION AND QUALIFICATIONS

QUALIFICATION DETAILS

Secondary Education

Name of school/college			From	To
Subject	Qualification	Grade / Result	Awarding Body	

Further Education

Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Teaching Qualifications/Assessors Awards (if applicable)		
Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Date of membership /
	Expiry Date /
Membership Status	Membership Reference Number

Institute	Date of membership /
	Expiry Date /
Membership Status	Membership Reference Number

Institute	Date of membership /
	Expiry Date /
Membership Status	Membership Reference Number

EMPLOYMENT HISTORY

Most Recent or Current Employer

Name, address and nature of business	Hours worked per week
	Paid/Unpaid
	From Month/Year
Position(s) held if applicable (starting with current post) and brief details of responsibilities	To Month/Year
	Salary inc. All allowances
	Notice Period

Previous Employers

Name and nature of business	Hours worked per week
	Paid/Unpaid
	From Month/Year
Position(s) held (and brief details of responsibilities if applicable)	To Month/Year
	Salary inc. All allowances

Name and nature of business	Hours worked per week
	Paid/Unpaid
	From Month/Year
Position(s) held (and brief details of responsibilities if applicable)	To Month/Year
	Salary inc. All allowances

Name and nature of business	Hours worked per week
	Paid/Unpaid
	From Month/Year
Position(s) held (and brief details of responsibilities if applicable)	To Month/Year
	Salary inc. All allowances

Name and nature of business	Hours worked per week
	Paid/Unpaid
	From Month/Year
Position(s) held (and brief details of responsibilities if applicable)	To Month/Year
	Salary inc. All allowances

Name and nature of business	Hours worked per week
	Paid/Unpaid
	From Month/Year
Position(s) held (and brief details of responsibilities if applicable)	To Month/Year
	Salary inc. All allowances

REFERENCES

References will be taken up prior to registration on the Supply Pool.
Please give details of two employment references (if possible), one of whom should be your most recent employer.
Students should give the names of Head Teacher or Tutor as appropriate.
Please ensure your Referees are in a position to respond promptly

Name:	Name:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone Number:
Relationship (eg manager)	Relationship (eg manager)

DECLARATIONS

To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information.
I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions.

By completing this declaration you agree that you have read and understood the Supply Pool terms and conditions, a copy of which are included in the application guide, and that all work offered will be bound by these terms and conditions.

For the purposes of electronic communications, inclusion of your name in the Signature field below will be taken as acceptance of the above conditions.

Signature:

Date:

BANK DETAILS

Personal Details

Delete as appropriate
Dr Mr Mrs Miss Ms Other

Payroll No
.....

Forename(s)
.....

Surname
.....

Home Address
.....
.....
.....
.....

Employee Signature
.....

Date
.....

(New) Bank Details

Name & Address of Bank / Building Society
.....
.....
.....
.....

Sort Code
.....

Account Number
.....

Building Society Reference Number
.....

To be actioned from this date
...../...../.....

PAYROLL USE

Action by Payroll:
Print Name
.....

Signature
.....

Date
...../...../.....

PAYROLL USE

Employment Start Date:/...../.....

Pay Scale: