



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.

# DATA PROTECTION

The personal data that the application form collects about you will be used for the purposes of processing your application. If your application is successful it will be used to form the basis of your staff record.

Where you are unsuccessful in the selection process, manual records will be kept for 6 months and then destroyed.

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

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:

Have you ever lived and/or worked abroad – if so please provide details (including where and when)

Availability for work with New College Durham:

|           |    |    |         |
|-----------|----|----|---------|
| Monday    | AM | PM | Evening |
| Tuesday   | AM | PM | Evening |
| Wednesday | AM | PM | Evening |
| Thursday  | AM | PM | Evening |
| Friday    | AM | PM | Evening |
| Saturday  | AM | PM | Evening |
| Sunday    | AM | PM | Evening |

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)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Support Subject Code(s)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

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  |    |

|   |                |    |
|---|----------------|----|
| <b>Teaching Qualifications/Assessors Awards (if applicable)</b> |                |    |
| 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<br>/     |
|                   | Expiry Date<br>/            |
| Membership Status | Membership Reference Number |

|                   |                             |
|-------------------|-----------------------------|
| Institute         | Date of membership<br>/     |
|                   | Expiry Date<br>/            |
| Membership Status | Membership Reference Number |

|                   |                             |
|-------------------|-----------------------------|
| Institute         | Date of membership<br>/     |
|                   | Expiry Date<br>/            |
| 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 |

## SUPPORTING INFORMATION

## 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

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: .....