

For office use only  
Applicant Number:

## ENGINEERING UTC NORTHERN LINCOLNSHIRE APPLICATION FORM

Please note – this post involves working with children or vulnerable adults so appointment will be subject to Disclosure and Barring Service clearance. See supporting information for further details of the College's Child Safeguarding Policy.

Please complete in BLACK ink or TYPE. Please complete every section.

### JOB DETAILS

Job Title

Vacancy number

Closing date

### PERSONAL DETAILS

Title

Surname

First Names

Previous names

(if any) Preferred first name

National Ins No

Address

Postcode

Daytime telephone

Mobile telephone

Email address

**FOR TEACHING VACANCIES ONLY**

Teacher reference number & Date qualified as a teacher

Type of teacher training undertaken and phase e.g GTP/Secondary

Subjects qualified to teach

Do you have Qualified Teacher Status? Yes / No

Have you successfully completed:

Your probationary/induction year? Yes/No

**POST-18 EDUCATION AND TRAINING**

Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates (if relevant). If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

Establishment	Full time or part time	Qualifications (indicate class and division)	Dates attended		Date of final exam
			From	To	

Other courses and INSET in which you have been involved during the past three years and which you consider relevant to this post, please indicate who provided it and start/finish dates.

**PRE-18 EDUCATION AND TRAINING**

Please include all education and training up to the age of 18, including all qualifications obtained with the grade achieved and the title of the award. Please continue on a separate sheet if necessary.

Establishment	Full time or part time	Qualifications (indicate grade and qualification name)	Dates attended		Date of final exam
			From	To	

**EMPLOYMENT RECORD**

Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. Please include periods when you were not working as **all time must be accounted for and may be checked**. Continue on separate sheet if necessary.

**CURRENT POST**

Name and address of Employer	Job title
Date started	Date left (if relevant)
Current salary:	Notice required:
State briefly your main duties and responsibilities and your position within the organisation	
If you are no longer in this post, please state your reason for leaving.	

**EMPLOYMENT HISTORY**

Please give details of all paid and non-paid time employment including family responsibilities since leaving full time education.

Employer	Post title	Brief description of activity/responsibility or duties.	Full time or part time	Dates		Reason for leaving
				To	From	

Please explain any breaks in your continuity of employment

## SUITABILITY FOR JOB

This section is for other relevant information to support your application. Please give examples where appropriate.

## REFERENCES

Please nominate two referees. If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend.

Name of first referee	Name of second referee
Their job title	Their job title
Their relationship to you e.g headteacher	Their relationship to you e.g headteacher
Organisation name and address	Organisation name and address
Postcode	Postcode
Email	Email
Telephone	Telephone
Can we contact this referee prior to interview if you are shortlisted? Yes / No	Can we contact this referee prior to interview if you are shortlisted? Yes / No

Please note – Engineering UTC reserve the right to contact previous employers to verify information provided on this application form or at interview.

## ASSOCIATION WITH A GOVERNOR OF THE ENGINEERING UTC NORTHERN LINCOLNSHIRE

Do you have a close association with a Governor or employee of the Engineering UTC. Yes / No.

*If yes, please give details*

Their name	Their job	Department	Your relationship

Please note

Any applicant who directly or indirectly seeks the support of any Executive member or Governor for any appointment with the Engineering UTC will be disqualified.

## ADDITIONAL INFORMATION

If the job you are applying for involves driving, do you hold a current driving licence and relevant business insurance to use your vehicle for work?

Yes  No

Are you applying for this position on a job share basis

Yes  No

If you are offered this position will you have any other paid work?

Yes  No

## DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS

You are required to disclose any conviction, warning, reprimand, caution or other order including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Do you have any convictions, cautions, reprimands or final warning that are not “protected”? Yes  No

Any offer of appointment will subject to satisfactory Disclosure & Barring Service clearance.

You must disclose details of any current sanctions imposed by a regulatory body e.g the General Teaching Council. If you have any such sanctions, please tick here.

## **Job Applicant Privacy Notice**

**Data controller: Joanne Wilby, tel: 01724 878100**

**Data protection officer: Nigel Bradford, tel: 01724 878100**

As part of our recruitment process, the UTC collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information does the organisation collect?**

The organisation collects a range of information about you. This includes the detail within the application for employment form above which includes:

- Your title, name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, date of birth, gender, health and religion or belief.

The organisation will collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months, after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Nigel Bradford, Engineering UTC Northern Lincolnshire, Carlton Street, Scunthorpe, DN15 6TA.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

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## DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I confirm that I have read and understood the above statements in respect of “Disclosure of Criminal Records/Sanctions” and “Privacy Notice”

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you submit this form electronically, your electronic submission (along with your typed name and date above) will be accepted as your consent to proceed with processing your application in accordance with the Applicant Privacy Notice.*



**GENDER**Male Female **RELIGION / BELIEF – please tick only one box.**

Buddhist	<input type="checkbox"/>	Christian (all denominations)	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
None	<input type="checkbox"/>	Other religion or belief	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

**SEXUAL ORIENTATION – please tick only one box**

Bisexual	<input type="checkbox"/>	Lesbian or gay woman	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**HOW DID YOU FIND OUT ABOUT THIS JOB?**

Eg Engineering UTC website, newspaper (please tell us which), Job Centre etc

**EMPLOYMENT**

Do you work for the Engineering UTC at the moment?  Yes  No