

Stockton Sixth Form College

Supporting Student Success



Notes for completion of the Application Form

The information provided on this form will be processed in accordance with the Data Protection Act 1998.

You should complete all sections in black ink or electronically. We will use this form to help us decide your suitability for the post, so please make sure it is accurate and complete. Partially completed forms will not be considered.

Disabled Job Applications – wherever possible we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. Please provide information on any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview for this post, in your accompanying letter.

Previous Employment – please ensure you provide a continuous record of employment/training/voluntary or unpaid work starting with the most recent and include reasons for any gaps in your employment history.

Supporting Statement – you should describe how you meet the requirements detailed in the job and person specifications, either in the space provided or in an accompanying letter.

References – you should provide details of two people who are prepared to act as referees for you. Your first referee should be your current or most recent employer. Please indicate the relationship of the referee to you e.g. line manager, supervisor, etc. Referees will normally be contacted for applicants shortlisted to attend for interview. Please note that references from family members or colleagues will not be accepted.

Safeguarding – the college is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. All staff are required to have a CRB disclosure and to undertake child protection training should they not already have recently done so. The post is exempt from the Rehabilitation of Offenders Act (1974) and if you have any convictions, cautions, reprimands or final warnings from the Courts or Police, you must declare them. This can be done separately from the Application Form in a sealed envelope, marked confidential, for the attention of the Vice Principal. Any such information will not necessarily prevent you from being considered for the post.

Please return the completed application form and accompanying letter, by post to the Principal, at the college. As part of our Safer Recruitment Policy we require a signature that can be verified from other documents and so require a hard copy of the Form.