Application **Form**

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Thank you for your interest in working at Durham Sixth Form Centre.

This is an exciting time to join our school; we are an oversubscribed post-16 institution; our results are signiﬁcantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to provide outstanding education is to ensure our staff are outstanding. With this in mind we wish to appoint an outstanding colleague to join our team. The successful applicant will have exceptional planning and time management skills; be able to inspire and challenge both students and colleagues; have the ability to communicate effectively with a wide range of stakeholders and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

If you wish to proceed with your application please complete our Application Form and attach your separate Letter of Application. Please note there are several sections to the application form as listed below:

**Section A:** Personal Details

**Section B:** Education Details

**Section C:** Employment Details

**Section D**: Previous Employment

**Section E**: Referees

**Section F**: Equal Opportunities

Durham Sixth Form Centre follows a Safeguarding of Children and Safer Recruitment application and interview process. It is vital all the sections of the application form are completed accurately and correctly, to the best of your knowledge.

Please note: It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Should you have any questions or queries please contact us on the email address [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk)

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|  | **Application Form**  Please note: Durham Sixth Form Centre follows a Safeguarding of Children and Safer Recruitment application and interview process. It is vital all the sections of the application form are completed accurately and correctly, to the best of your knowledge. | | | |
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|  | **Section A. Personal Details** | | |  |
|  | **Position:** |  | **Title:** |  |
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|  | **Forename(s):** |  | **Surname:** |  |
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|  | **Current address:** | | | |
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|  | **Other address:** | | | |
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|  | **Have you lived or worked outside of the UK?** | | | |
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|  | **If yes, please provide further details:** | | | |
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|  | **Email:** | | |  |
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|  |  |  |  |  |
|  | **Contact number:** |  | **National Insurance Number:** |  |
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|  | **Do you consider yourself to be a person with a disability?** | | |  |
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|  | **If Yes, please detail below any specific requirements you may have on the day of interview, in order for the School to try and make the necessary arrangements:** | | |  |
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|  | **Are you a Veteran and meet the criteria below?** |  |  |  |
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|  | **Please state where you saw the advertisement for this post?** | | |  |
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|  | **Section B. Education Details**  **Secondary School Attended:** | | |  |
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|  | **Began Secondary School:** |  | **Finished Secondary School:** |  |
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|  | **Secondary School qualifications gained:** | | |  |
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|  | **Further Education qualifications gained:** | | |  |
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|  | **Higher qualifications gained:** | | |  |
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|  | **Teachers only: DFE/IfL number:** | | |  |
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|  | **Technical or Professional Membership/Qualification:** | | |  |
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|  | **Section C. Employment Details** | | |  |
|  | **Current (or most recent) employer:** |  | **Current (or most recent) position held:** |  |
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|  | **Current (or most recent) address:** |  | **Grade and salary of current (or most recent) position:** |  |
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|  | **Date of appointment:** |  | **Leaving date (if applicable - Month/YYYY):** |  |
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|  | **Reason for leaving:** | | |  |
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|  | **Brief outline of the duties and responsibilities of your current (or most recent) position:** | | |  |
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|  | **Period of notice required or termination date of your current position:** | | |  |
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|  | **Section D. Previous Employment**  **Name of employer (1):** | | |  |
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|  | **Address (1):** | | |  |
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|  | **Position held (1):** | | |  |
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|  | **Date from (1):** |  | **Date to (1):** |  |
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|  | **Brief outline of the duties and responsibilities (1):** | | |  |
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|  | **Reason for leaving (1):** | | |  |
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|  | **Name of employer (2):** | | |  |
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|  | **Address (2):** | | |  |
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|  | **Position held (2):** | | |  |
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|  | **Date from (2):** |  | **Date to (2):** |  |
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|  | **Brief outline of the duties and responsibilities (2):** | | |  |
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|  | **Reason for leaving (2):** | | |  |
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|  | **Name of employer (3):** | | |  |
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|  | **Address (3):** | | |  |
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|  | **Position held (3):** | | |  |
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|  | **Date from (3):** |  | **Date to (3):** |  |
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|  | **Brief outline of the duties and responsibilities (3):** | | |  |
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|  | **Reason for leaving (3):** | | |  |
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|  | **Name of employer (4):** | | |  |
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|  | **Address (4):** | | |  |
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|  | **Position held (4):** | | |  |
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|  | **Date from (4):** |  | **Date to (4):** |  |
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|  | **Brief outline of the duties and responsibilities (4):** | | |  |
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|  | **Reason for leaving (4):** | | |  |
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|  | **Name of employer (5):** | | |  |
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|  | **Address (5):** | | |  |
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|  | **Position held (5):** | | |  |
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|  | **Date from (5):** |  | **Date to (5):** |  |
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|  | **Brief outline of the duties and responsibilities (5):** | | |  |
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|  | **Reason for leaving (5):** | | |  |
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|  | **If you have any further employment details, please continue in this section:** | | |  |
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|  | **Additional Information:** | | |  |
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|  | **Supporting Information:** | | |  |
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|  | **Section E. Referees** | | |  |
|  | **Referee 1 Name:** |  | **Referee 2 Name:** |  |
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|  | **Referee 1 Job Title:** |  | **Referee 2 Job Title:** |  |
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|  | **Referee 1 Address:** |  | **Referee 2 Address:** |  |
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|  | **Referee 1 Relationship:** |  | **Referee 2 Relationship:** |  |
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|  | **Referee 1 Telephone number:** |  | **Referee 2 Telephone number:** |  |
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|  | **Referee 1 Email address:** |  | **Referee 2 Email address:** |  |
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|  | **Please inform us in this section if you are a relative of a member of staff or governor who currently works at Durham Sixth Form Centre:** | | |  |
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|  | **I declare that the information set out in this Application Form and subsequent Letter of Application is true in all respects and that false information may render me liable for dismissal if I am appointed:** | | |  |
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|  | **Signature:** |  | |  |
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|  | **Date:** |  | |  |
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|  | **Section F: Equal Opportunities**  **Monitoring Form** | | |  |
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|  | **1. Are you male or female?** | | |  |
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|  | **2. Date of Birth** | | |  |
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|  | **3. What is your relationship status?** | | |  |
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|  | **4. What is your Religion or Belief** | | |  |
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|  | **5. How do you describe your sexuality?** | | |  |
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|  | **6. What is your ethnic origin?** | | |  |
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|  | **Data Protection Statement:** Your personal data will be processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The information you provide will be used solely for the purposes of recruitment and selection and will be held securely and confidentially. By submitting this application, you consent to the processing of your data for this purpose. Unsuccessful applications will be retained in line with our data retention policy and then securely deleted. | | |  |