



Blanchelande College

BLANCHELANDE COLLEGE APPLICATION FOR A NON-ACADEMIC POST

POST: _____

It is our preference for you to type your details into this form. If you are completing by hand, please use black ink, ballpoint/fountain pen as it will be necessary to photocopy your form.

A curriculum vitae may be submitted, but you must still complete all sections of this form.

Return this form with a detailed letter of application, giving your reasons for applying and demonstrating how you meet the key criteria for the post, to: Mr M. Elward, Acting Principal, Blanchelande College.

1. PERSONAL DETAILS	
Surname (block capitals)	Forenames
Title (Mr/Mrs/Miss/Ms/Other)	Any Previous Surnames (Maiden etc).
Home Address (block capitals)	Telephone: Email:
Do you have a valid Guernsey residency permit? YES or NO	Type: Expiry date:

2. PRESENT/MOST RECENT POST	
Present post:	Main duties:
Name and address of current employer:	
Current annual salary incl. any benefits: £	Date appointed to present post
Period of notice required:	



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3. EMPLOYMENT HISTORY

Previous service, including temporary appointments, starting with the most recent. Please give full details as this section is used for salary assessment.

Name and type of institution	Post held and grade if applicable (if part-time, what percentage?)	Salary upon departure	Date of service		Reason for leaving
			From month/year	To month/year	

4. EDUCATION

Secondary schools (Secondary phase establishments only)	Dates attended		Qualifications gained (GCSE, GNVQ, O-Level, A-Level)		
	From	To	Subjects	Grade	Date

Colleges/Universities attended	Dates attended		Part-time / full-time	Qualifications gained (Subject, class, division)	Date
	From	To			



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5. OTHER QUALIFICATIONS RELATED TO CURRENT OR PREVIOUS EMPLOYMENT

Name of professional body	Membership grade	Was membership gained by examination?	Date

6. TRAINING AND DEVELOPMENT

In service training attended in the last three years plus earlier significant courses

Course	Qualifications gained (if applicable)	Dates

7. REFERENCES

Note: relatives may not be given as referees

References will only be obtained once you have confirmed attendance at interview.

<p>1) This should be your present or most recent employer</p> <p>Name</p> <p>Position</p> <p>Address</p> <p>Telephone No</p> <p>Email</p>	<p>2) Your second reference <u>should not</u> be from the same organisation as your current employer.</p> <p>Name</p> <p>Position</p> <p>Address</p> <p>Telephone No</p> <p>Email</p>
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8. HEALTH RECORD

If it is necessary for you to provide details in answer to any part of this section, you may enclose the information in a sealed envelope marked 'confidential health information'. Any appointment made will be subject to a satisfactory report on your health by the Occupational Health Department.

How many days have you been absent from work through ill health or injury over the past 12 months? _____ days

We make reasonable adjustments to our application process for candidates who indicate that, owing to a disability or other reasons, our arrangements might otherwise disadvantage them. If you require assistance or reasonable adjustments to be made for you during the application process, please advise us in advance.

9. GAPS IN EMPLOYMENT

As part of our Safer Recruitment Procedures, please list any gaps of more than three months in your education or employment history by providing dates and reasons for how the time was spent. **9. GAPS IN EMPLOYMENT**

10. THE WELFARE, PROTECTION AND SAFETY OF STUDENTS

Blanchelande College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. The successful candidate will be required to undergo child protection screening, including an Enhanced DBS check. As part of our selection process candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidate's suitability for working with children and their previous experience in such roles.

CHILD PROTECTION

Are you subject to any sanctions such as prohibition from teaching or management of a school, or have you been, at any time barred from working with children or young people or been placed on the Barred List, which names those who may not be employed in schools?	YES or NO
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REHABILITATION OF OFFENDERS

The post for which you are applying is exempt from Rehabilitation of Offenders Legislation. We required you to declare any convictions (spent or unspent), cautions or bind-overs you may have had, regardless of how long ago, as well as any outstanding cases against you, in any country in line with the law as applicable in England and Wales. Please indicate if you have anything to declare, including any overseas information.	YES or NO
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If you have answered YES to any of the above questions, please provide details in a separate statement submitted in an enveloped marked – CONFIDENTIAL SELF-DISCLOSURE. If submitting the form by email, details should be included in the covering email.

11. DECLARATION

I DECLARE that the above answers are true and complete to the best of my knowledge and belief. I understand that an appointment is dependent on completion of the standard employment checks and receipt of satisfactory references. By signing this declaration, I am confirming that I am willing for such checks to be carried out, and that it is an offence to apply for this role if barred from engaging in regulated activity with children. I understand that if I provide any false or misleading information, or deliberately omit any relevant information, I could be summarily dismissed (if appointed).

Signature _____ Date _____



12. DATA PROTECTION STATEMENT

The data collected on this application form will be held in accordance with Data Protection (Bailiwick of Guernsey) Law, 2017 and will be used by Blanchelande College only for purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or through obtaining your express consent.

13. EQUAL OPPORTUNITY

Blanchelande is committed to eliminating unfair discrimination and encouraging diversity amongst our workforce. The Principal and Governors are committed to equality and fairness irrespective of sex, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

**IF THERE IS ANY ADDITIONAL INFORMATION THAT YOU HAVE NOT BEEN ABLE TO FIT INTO THIS FORM,
PLEASE ADD IT ON A SUBSEQUENT PAGE.**