

**For HR use only**

Notes (for HR Vetting purposes only)

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Initial vetting complete  Signed: \_\_\_\_\_

# Application for Employment

South West Durham Training is committed to the safeguarding and the welfare of all learners and any offer of employment will be subject to receipt of a satisfactory DBS disclosure and other relevant checks.

South West Durham Training is committed to promoting diversity, inclusion and equality of opportunity.

Shaun Hope  
Principal/Chief Executive

South West Durham Training  
Durham Way South, Aycliffe Business Park, Newton Aycliffe DL5 6AT

T: 01325 313194

[www.swdt.co.uk](http://www.swdt.co.uk)

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## Guidelines for Applicants

Please read the following notes carefully before completing the form.

You are advised to address each of the points in the person specification in support of your application. All sections must be completed for short listing purposes.

### Completion of the application

South West Durham Training seeks to ensure that it appoints the right candidate to each post and that applications for employment are treated in a fair and consistent manner. The various sections of the form request information which is necessary if this is to be achieved.

- Candidates **MUST** complete all sections of the application form in sufficient detail to ensure their application can be properly evaluated and vetted.
- Failure to do so will invalidate the application.
- You can support the application form with additional information such as Curriculum Vitae or a letter of application, if you wish. However, they will not be accepted instead of an application
- Additional Information – if you feel space is limited in this section, please continue on a separate sheet of similar size – clearly marking each section
- Only use **black ink or type** to complete this form (to facilitate photocopying)

### Section two: Referees (you must supply full details)

Referees ideally should cover last 3 years of continuous employment. At least one referee should be the manager in your current or last employment (if not currently working). Referees will be supplied with a copy of the job details and should be in a position to comment on your suitability for the post. Any appointment will be based on this. Candidates applying to work with children who have previously worked with children should provide their details as a referee.

### Section six: Record of work experience/employment and education and training

Please be advised that South West Durham Training is committed to Safeguarding of learners. Your application form must be completed in sufficient detail to enable the Organisation to check qualifications, references and gaps in employment.

When completing this section it is important that you provide a continuous record, indicating any periods of unpaid work, periods when you were raising a family for example, any other experience you consider relevant. Gaps in this section may invalidate your application.

### Please complete and return to

The Human Resources Department • Bishop Auckland College • Woodhouse Lane • Bishop Auckland • County Durham • DL14 6JZ

Telephone: 01388 443038 / 443109

Email: HR@bacoll.ac.uk

Website: [www.swdt.co.uk](http://www.swdt.co.uk)

Receipt of an application form will not be acknowledged. However, should you require acknowledgement please enclose a stamped addressed envelope.

### Mission Statement

It is the mission of South West Durham Training to provide high quality training service and promote a life time learning culture, to meet the ongoing needs of individuals and the business community, maximising potential to secure jobs and create wealth for the region.

## Safeguarding Information Factsheet for Bishop Auckland College Group

Bishop Auckland College Group is committed to the safeguarding and the welfare of all learners. The Group has a duty of care to all of its students. The Group has a robust Safer Recruitment Policy in place to protect our students and staff from any potential harm.

Positions at the Group involve work with children, young people and/or vulnerable adults. In light of this the following checks will be carried out throughout the recruitment process at Bishop Auckland College Group – it is a criminal offence for those who are barred from working with children or vulnerable adults to apply for a position deemed to be regulated (this is indicated on the job description). Please be advised that all applicants who are successful in gaining a position with the Group will be subject to appropriate vetting checks including:

- Self-disclosure request
- Enhanced DBS check (for all successful applicants)
- Barred List check – adults (if eligible)
- Barred List check – children (if eligible)
- Prohibition to work as a Teacher check
- Identity Check – including thorough check for any suspicious documents
- Gaps in employment check
- Reference check, including checks on any previous work with children, young people, vulnerable adults (where applicable)
- Further checks where applicants have worked outside of the UK
- Risk assessment (where applicable)
- Online searches (which may be carried out on any applicant who is shortlisted)
- Right to work in the UK
- Verification of mental and physical fitness to carry out the role
- Qualification check

Staff who are classed as working in a specified place within the Group (e.g. Nursery) will also be expected to complete a check to confirm they are not disqualified under the Childcare Act, on commencement of employment. For further guidance on this, please contact the Human Resources Department.

Applicants will not be permitted to commence work in any regulated activity at the Group without these checks being carried out and being satisfactory. Bishop Auckland College Group is nevertheless committed to promoting equality of opportunity and welcomes applications from candidates with criminal records where these are not relevant to employment at the Group. The Group undertakes to comply fully with the Disclosure and Barring Service (DBS) Code of Practice and does not automatically exclude applicants on the basis of convictions or other information received (unless there is a legal bar). Candidates are selected for interview and for appointment based on their skills, qualifications, and experience.

***The Safer Recruitment Policy, DBS Code of Practice, Policy on Recruitment of Ex-Offenders and Safeguarding/Child Protection Policy (including PREVENT) are available in full, from the Human Resources Department or on the website [www.swdt.co.uk](http://www.swdt.co.uk)***

## Equality, Diversity and Inclusion Information Factsheet for Bishop Auckland College Group

Bishop Auckland College Group is committed to inclusion and promoting diversity and equality of opportunity that is intended to be an integral part of Group life. To this end, the Group is committed to equality and opportunity for all, irrespective of **age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy/maternity, race, religion, belief or sexual orientation**. In its policies and practices the Group will seek to enhance the self-esteem of all those it serves and to provide an environment in which each individual is encouraged to fulfil her or his potential.

This commitment to inclusion, equality and opportunity is a fundamental policy that pervades all Group activities. All members of the Group community are expected to uphold the policy and to ensure that their actions embody the commitment. All staff members in addition are expected to exemplify British Values.

To support its commitment the Group will assist staff to meet their professional obligations in respect of the policy. Training and other opportunities will be provided to encourage staff to become fully aware of the issues and of good practice in the field of equal opportunities, including British Values so that they may act with understanding, confidence and integrity.

Bishop Auckland College Group has an all-inclusive Equality, Diversity and Inclusion Policy, Single Equality Scheme and Transgender Policy, and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement.

The Group welcomes applications of employment from under-represented groups including females into Technology, males into Childcare and Health & Social Care, ethnic minorities, LGBT and people with a disability. The Group also has a Family Friendly policy and aims to support staff wherever possible with family commitments. The HR department would be happy to answer any queries from any potential applicant. A full version of the Equality, Diversity and Inclusion Policy can be viewed on the website. Hard copies of the full Equality, Diversity and Inclusion Policy and Scheme are available on request.

**Authorisation to seek references**

Please sign below to confirm that you authorise Bishop Auckland College (including where this is on behalf of South West Durham Training or any other organisations within the Bishop Auckland College Group) to seek references in line with the required vetting checks at Bishop Auckland College / Group.

**I AUTHORISE BISHOP AUCKLAND COLLEGE GROUP TO SEEK REFERENCES AS REQUIRED TO PROCESS MY APPLICATION FOR A POSITION AT BISHOP AUCKLAND COLLEGE / GROUP**

- 1) I understand that in order to seek references, the College/Group may be asked to verify personal details to establish my identity and be clear about the position I am applying for.
- 2) I understand that information which may be given to referees, includes name, job applying for, job description/person specification of the role I am applying for, NI number and date of birth.
- 3) I understand that the information, which will be collected, will contain information about the work I did, employment dates, work performance, disciplinary issues, safeguarding issues, capability issues, absence details as well as any other information, which the provider of the information may feel is relevant.
- 4) I understand that the College/Group will seek references from those people who I have provided as a referee on my application form.
- 5) I do understand that where I have not provided the correct referees required, as specified in section two, the College/Group has the right to contact additional referees which are required to satisfy the safer recruitment process – this will include references from: My current or most recent employer, any organisations where I have worked in the last 3 years, any organisation where I have previously worked if this has been in education/childcare/ training
- 6) I understand that the information received will be used by the HR department as part of the safer recruitment process to ensure I am suitable for employment within the relevant roles/s at the College/Group.
- 7) I understand that this information may be shared with the relevant Line Manager/Director who will be responsible for the role/s and any future manager/Director.
- 8) I understand that the reference will be kept on my personnel file in the HR department and may be referred to later if I change roles within the organisation or for auditing purposes.
- 9) I understand that if it is required, this signed authorisation may be forwarded to any referee.

**The College/Group understands that it is often sensitive to seek a reference with a current employer. Although it is often extremely helpful to have a reference from your current employer early in the process.**

**If you are happy for your current employer to be contacted, please complete the box below.**

**If you prefer for your current employer not to be contacted in the first instance, please be advised that they WILL be contacted once you have been offered and accepted a position**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>I authorise the College/Group to contact my current employer for a reference at any time during the recruitment process.</b> |
|--------------------------|---|

***I understand and agree to all of the above in relation to the Bishop Auckland College Group seeking references.***

**Candidate's Name:** \_\_\_\_\_

**Candidate's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Post Applied for

Post Number

### Section one: Personal Details

Surname

Name

Title

Former name(s)

To and from

Address

Postcode

Telephone (home)

Telephone (work)

Mobile

NI Number

Email

Date of birth

### Section two: Referees

Please give details of at least 2 referees, one of whom must be your present employer/line manager (or last employer if not currently working). Your referees should cover your last **3 years** of continuous employment. Use separate sheet if required. Both should have known you for at least 2 years.

Please tick here  if you do not wish your current employer to be contacted prior to a conditional offer of employment being made.

At least 1 referee should be contactable prior to interview.

1 Name:  
Address:

Job Title:  
Company:

Telephone  
Email

Relationship to applicant

2 Name:  
Address:

Job Title:  
Company:

Telephone  
Email

Relationship to applicant

If you are related to or have a personal relationship with any employees at South West Durham Training, please tick here

Please state that person's name:

### Section three: Declaration

I declare that the information give in this application is correct. I understand that deliberately giving false or incomplete information will disqualify me from consideration or, in the event of my appointment make me liable for dismissal. I understand in signing this declaration I give my consent to the actions specified on page 11 of the application form under the headings "Medical Clearance", "Rehabilitation of Offenders" and "Data Protection"

I give Bishop Auckland College permission to contact my referees as detailed in section two, to obtain information on my suitability for the position above and make necessary pre-vetting checks.

Signed

Date

## Section four: Education & Training

Please include details of any qualifications you may have or may be currently working towards, continue on a separate sheet if necessary.  
Please note you will need to provide certificates at interview stage as evidence of any qualification taken.

Please indicate if you have **level 2 in Literacy and Numeracy**

| From<br>(MM/YY) | To<br>(MM/YY) | Schools / College / Universities attended | Qualifications (including subject and grades) | Awarding Organisation |
|-----------------|---------------|---|---|-----------------------|
| []              | []            | []  | []  |                       |

Dates are provided for vetting purposes only



## Section five: IT Skills

Please use the space below to give details of your IT (computer) skills

| Details of package used | Qualifications/Level of ability |
|-------------------------|---------------------------------|
|                         |                                 |

## Section six: Voluntary / Community Work

| From (MM/YY) | To (MM/YY) | Voluntary / Community Work | Nature of work undertaken |
|--------------|------------|----------------------------|---------------------------|
|              |            |                            |                           |

Please continue on a separate sheet if necessary

## Section seven: Work Experience / Employment

Name of Employer: (current) |

Address |

Postcode |

Post Title |

Salary / Wage |

Main responsibilities |

Number of hours worked |

Reason for leaving/wanting to leave |

Period of notice required |

Start date (MM/YY) |

Leaving date (MM/YY) |

Previous Employment, since leaving school (you **must** account for any gaps in employment)

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| Name of Employer:   |  | Position:         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |  |
| Salary:             |  | Main duties:<br>  |  |
| Reason for leaving  |  |                   |  |

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| Name of Employer:   |  | Position:         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |  |
| Salary:             |  | Main duties:<br>  |  |
| Reason for leaving  |  |                   |  |

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| Name of Employer:   |  | Position:         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |  |
| Salary:             |  | Main duties:<br>  |  |
| Reason for leaving  |  |                   |  |

Previous Employment, continued, since leaving school (you **must** account for any gaps in employment)

|                     |  |                   |           |         |  |
|---------------------|--|-------------------|-----------|---------|--|
| Name of Employer:   |  |                   | Position: |         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |           | Salary: |  |
| Main duties:        |  |                   |           |         |  |
|                     |  |                   |           |         |  |
| Reason for leaving  |  |                   |           |         |  |
|                     |  |                   |           |         |  |

|                     |  |                   |           |         |  |
|---------------------|--|-------------------|-----------|---------|--|
| Name of Employer:   |  |                   | Position: |         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |           | Salary: |  |
| Main duties:        |  |                   |           |         |  |
|                     |  |                   |           |         |  |
| Reason for leaving  |  |                   |           |         |  |
|                     |  |                   |           |         |  |

|                     |  |                   |           |         |  |
|---------------------|--|-------------------|-----------|---------|--|
| Name of Employer:   |  |                   | Position: |         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |           | Salary: |  |
| Main duties:        |  |                   |           |         |  |
|                     |  |                   |           |         |  |
| Reason for leaving  |  |                   |           |         |  |
|                     |  |                   |           |         |  |

|                     |  |                   |           |         |  |
|---------------------|--|-------------------|-----------|---------|--|
| Name of Employer:   |  |                   | Position: |         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |           | Salary: |  |
| Main duties:        |  |                   |           |         |  |
|                     |  |                   |           |         |  |
| Reason for leaving  |  |                   |           |         |  |
|                     |  |                   |           |         |  |

|                     |  |                   |           |         |  |
|---------------------|--|-------------------|-----------|---------|--|
| Name of Employer:   |  |                   | Position: |         |  |
| Start Date (MM/YY): |  | End Date (MM/YY): |           | Salary: |  |
| Main duties:        |  |                   |           |         |  |
|                     |  |                   |           |         |  |
| Reason for leaving  |  |                   |           |         |  |
|                     |  |                   |           |         |  |

Please include on a separate sheet, any further previous employment, ensuring you cover all previous employment, since leaving school (you **must** account for any gaps in employment).

## Section eight: Additional information

Please use this space to give further detail of career, experience, personal qualities and private interests relevant to your application

Please continue on a separate sheet if necessary

*Please note: if your text goes below this line, continue on a separate sheet*



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## HR use only

|                                      |   |   |                                       |
|--------------------------------------|---|---|---------------------------------------|
| Shortlisted <input type="checkbox"/> | Invited to interview <input type="checkbox"/> | Attended interview <input type="checkbox"/> | Offered post <input type="checkbox"/> |
|--------------------------------------|---|---|---------------------------------------|

This section will be used solely for monitoring purposes

## Equality &amp; Diversity Monitoring Form

Bishop Auckland College Group seeks to be an Equal Opportunities Employer. We are committed to recruiting a more diverse workforce reflecting the people we serve. The aim of our Equality, Diversity and Inclusion Policy is to ensure that all applicants are treated equally, irrespective of gender, marital status, family responsibilities/caring status, sexual orientation, nationality, religious belief, ethnic origin, disability, age social background and unrelated criminal convictions

To assist us in monitoring this policy and, for that reason only, please complete our Equality & Diversity Monitoring Form. The information supplied on this form will not be used as part of the selection process. It will be used for statistical monitoring only to enable us to monitor our Equality & Diversity Policy to make sure that it is working in practice. All information supplied by you will be processed in accordance with the principles laid down in the 2018 Data Protection Act.

Thank you for your assistance

|  |                                 |                               |  |   |                          |                   |   |
|--|---------------------------------|-------------------------------|--|---|--------------------------|-------------------|---|
| Post Applied for                         | Post Number RS                  |                               |  |   |                          |                   |   |
| Gender                                   | Female <input type="checkbox"/> | Male <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> | Other <input type="checkbox"/>                            |                          |                   |   |
| Do you identify as Transgender           |                                 |                               |  | Yes <input type="checkbox"/> /No <input type="checkbox"/> |                          |                   |   |
| Marital Status                           |                                 |                               |  |   |                          |                   |   |
| Single                                   | <input type="checkbox"/>        | Married                       | <input type="checkbox"/>                   | Separated   | <input type="checkbox"/> | Civil Partnership | <input type="checkbox"/>                                  |
| Divorced                                 | <input type="checkbox"/>        | Widowed                       | <input type="checkbox"/>                   | Living together   | <input type="checkbox"/> |                   |   |
| Sexual Orientation                       |                                 |                               |  |   |                          |                   |   |
| Bi-sexual                                | <input type="checkbox"/>        | Gay/Lesbian                   | <input type="checkbox"/>                   | Heterosexual  | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/>                                  |
| Please state which age group you are in  |                                 |                               |  |   |                          | Date of Birth     |   |
| 20 or under                              | <input type="checkbox"/>        | 31-40                         | <input type="checkbox"/>                   | 51-60   | <input type="checkbox"/> |                   |   |
| 21-30                                    | <input type="checkbox"/>        | 41-50                         | <input type="checkbox"/>                   | 61 or over  | <input type="checkbox"/> |                   |   |
| Nationality                              |                                 |                               |  |   |                          |                   |   |
| Religion or Belief                       |                                 |                               |  |   |                          |                   |   |
| Ethnic Origin                            |                                 |                               |  |   |                          |                   |   |
| Bangladesh                               | <input type="checkbox"/>        | Black-African                 | <input type="checkbox"/>                   | Black-Caribbean   | <input type="checkbox"/> | Black-Other       | <input type="checkbox"/>                                  |
| Chinese                                  | <input type="checkbox"/>        | Indian                        | <input type="checkbox"/>                   | Pakistani   | <input type="checkbox"/> | White             | <input type="checkbox"/>                                  |
| Other-Asian                              | <input type="checkbox"/>        | Other                         | <input type="checkbox"/>                   | Not Known   | <input type="checkbox"/> |                   |   |
| Do you consider yourself disabled?       |                                 |                               |  |   |                          |                   | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Where did you see the vacancy advertised |                                 |                               |  |   |                          |                   |   |



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