# APPLICATION FOR SUPPORT STAFF APPOINTMENT

**BTCT Trading Ltd**

BTCT Trading Ltd, a subsidiary company of Bridgwater & Taunton College Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. We follow safer recruitment procedures.

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| Please return completed application via email to [**recruitment@btc-trust.org**](mailto:recruitment@btc-trust.org)or via post to Bridgwater & Taunton College Trust, HR Department, c/o Bridgwater College Academy, Polden Campus, Parkway, Bridgwater, Somerset TA6 4QY | |
| Application for the post of |  |
| At (establishment) |  |
| Job Reference Number (if applicable) |  |
| Closing Date |  |
| How did you hear about this job? (Name of publication if advertised) |  |

## Part A: Personal Details

|  |  |
| --- | --- |
| Surname |  |
| Previous Name(s) |  |
| Forename(s) |  |
| Known Name:  (If different from Forename) |  |
| Title  (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current Address |  |
| Postcode |  |
| National Insurance Number |  |
| Preferred Contact Telephone Number |  |
| Alternative Telephone Number  (If available) |  |
| Email Address  (If in regular use) |  |
| Date of Birth (must be disclosed as the post involves working in an environment with children and young people) |  |

## Part B: Present (or most recent) Employer

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| --- | --- | --- | --- |
| Name and Address  of Employer |  | | |
| Job Title |  | | |
| Start Date |  | Notice required or date left |  |
| Salary |  | If part-time, please give hours per week |  |
| Please give details of your main tasks and responsibilities: | | | |
|  | | | |
| Please give your reason for leaving/wanting to leave and explain why you are applying for this post at this time: | | | |
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## Part C: Employment History (most recent first)

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| --- | --- | --- | --- |
| Please give as much information as possible. As this post will involve working with children you **must** give your **full** employment history from when you left school/higher education and explain any gaps in your employment (for example, unemployed and seeking work) and include dates. Please include any time spent employed as a volunteer.  **Please note applications will not be accepted where a full history has not been provided** | | | |
| Name & Address of Employer | Dates From/To  (DD/MM/YYYY) | Job Role | Final Salary and Reason for Leaving |
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## Part D: Academic, Professional and Vocational Qualifications

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| --- | --- | --- |
| Exams Passed (Level)  Qualifications & Memberships  (Most Recent First) | Grade and  Date  Achieved (MM/YYYY) | Name of Educational Establishment and/or Professional or Awarding Body |
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## Part E: Training/Continuing Professional Development

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| Please give details of relevant training/development activities. | | |
| Training Course and Organiser or Development Activity | Time spent  And date passed/completed (MM/YYYY) | Outcome - Grade Achieved  (Where applicable) |
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## Part F: Personal Statement

You may continue on a separate sheet if you need to.

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| **Key Competencies, Knowledge and Skills**: Please provide examples of how you can demonstrate you have the key skills, knowledge and experience to meet the requirements for the role. Use the Job Description headings as a guide. |
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| **Personal Attributes:** Please describeways in which you have demonstrated the personal attributes required for this post |
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## Part G: Supplementary Information

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| --- | --- |
| **Personal Transport:** For posts which involve travel away from normal place of work: | |
| Are you willing and able to travel to meet the requirements of the post? | Yes  No |
| Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel: | |
|  | |
| **Positive About Disability:** We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. | |
| Do you consider yourself to have a disability? | Yes  No |
| If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have? | Yes  No |
| **Disclosure of Criminal Offences:** All BTCT Trading Ltd positions require a Disclosure Certificate therefore the Rehabilitation of Offenders Act does not apply. Please give details, including dates and places, of ‘spent’ convictions, pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council: | |
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**PART H: REFERENCES AND DECLARATIONS**

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| **References:** Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. **References will not be accepted from colleagues, relations or people who know you as a friend.** | | | | |
| Your first referee **must** be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer **must** be given as your second referee. This applies even if you have done other work in between. As this role involves working in an environment with children and young people, we reserve the right to contact any of your previous employers. **References will be sought prior to any interview.** | | | | |
| **Name of first referee** | |  | | |
| Job Title of Referee | |  | | |
| Name of organisation | |  | | |
| Address (Including Postcode) | |  | | |
| Email address if available | |  | | |
| Daytime telephone number | |  | | |
| Relationship to you (e.g. supervisor, tutor) | |  | | |
| Dates of your employment | | From:     /      To:      / | | |
| **Name of second referee** | |  | | |
| Job Title of Referee | |  | | |
| Name of organisation | |  | | |
| Address (Including Postcode) | |  | | |
| Email address if available | |  | | |
| Daytime telephone number | |  | | |
| Relationship to you | |  | | |
| Dates of your employment | | From:     /      To:      / | | |
| **Declaration of Interest:** Please note that canvassing support of Members or Senior Officers of BTCT Trading Ltd can lead to disqualification of your application. | | | | |
| Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with any Senior Officer of BTCT Trading Ltd? Yes  No | | | | |
| If yes, give name: |  | | | |
| Position: |  | | Relationship: |  |

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| **DATA PROTECTION ACT 1998**  Information from this application may be processed for any purposes registered by BTCT Trading Ltd under data protection and new GDPR legislation. The information that you supply in your application is confidential; however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the personnel file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after one year. This information may be disclosed to Government Departments where there is a legal obligation to do so.  All individuals have the right to access their own personal data held by the BTCT Trading Ltd. |

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| Declaration | | | |
| * I confirm that I am entitled to live and work in the United Kingdom and able to provide appropriate document. * I am willing for this data to be held and processed by BTCT Trading Ltd and to be verified with relevant third parties. This may include previous employers. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.   *For further information on how BTCT Trading Ltd store and use your personal data, please see our Candidate Privacy Notice on the website vacancy page.* | | | |
| Signed |  | Date |  |
| If you apply online and are shortlisted, you will be asked to sign your application at a later date. | | | |

# Confidential

## Equal Opportunities-Recruitment Monitoring

**This form will be kept separate from your application form. It is not referred to during the selection process.**

BTCT Trading Ltd values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making BTCT Trading Ltd a great place to work.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the HR Department, details are on the front of the application form.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

*Please tick*✔*the appropriate box*

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| --- | --- |
| **Name:** | **Job Ref:** |
| Are you? Male  Female | date of birth (dd/mm/yyyy)?      /     / |

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| **To which of these groups do you consider you belong?** White Asian or Asian British British  Other  Indian  Bangladeshi  Irish  Pakistani  Other Mixed Black or Black British   White & Black  White & Asian  African  Caribbean  Caribbean  White & Black African  Other  Other Other Background Chinese  Gypsy  Other  If you have ticked other to any of the above, please specify:  Do you consider that you have a disability? Yes  No  **N.B.** Under the Equality Act 2010, a person with a disability is defined as if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. However, you automatically meet the disability definition under the Equality Act 2010 from the day you’re diagnosed with HIV infection, cancer or multiple sclerosis.    If yes, please indicate the nature of your disability.  **Physical Impairment**  **Mental Impairment**  **Other**  **Mobility Impairment**  **Visual Impairment**  **More than one Impairment**  **Hearing Impairment**  **Learning Disability** |
| Are you currently employed by SCC or any other public body? Yes  No |

Thank you for your co-operation.