

## Important

- Please read the Applicants Guide and person specification before completing this form
- Please complete the form in type or black ink
- The information you provide on the form will be treated in the strictest confidence
- The form is split into Part A and Part B and will be separated by a member of the People and Development team on receipt
- If you require this form in an alternative format, such as braille, large print or audio, please contact our People and Development department on 0191 511 6371 or email [vacancies@educationpartnershipne.ac.uk](mailto:vacancies@educationpartnershipne.ac.uk)

Part A	
Title of post:	
Post reference number:	

Personal Details			
Title:			
First Name(s):		Surname:	
Address:			
		Postcode:	
Home Telephone:		Mobile:	
Work Telephone:		Email:	
May we contact you at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	National Insurance number: <input type="text"/>
How would you prefer us to contact you?	Telephone <input type="checkbox"/>	Email <input type="checkbox"/>	Letter <input type="checkbox"/>

For office use only	
Reference No:	<input type="text"/>
Date received:	<input type="text"/>

**Equal Opportunities Monitoring**

We are required to ask for applicants' personal information. We collect the equal opportunities information you provide here to fulfil that duty and use it for monitoring purposes in line with guidance from the Equality and Human Rights Commission. Only information in Part B will be used for shortlisting purposes. You can find out more about our commitment to equal opportunities in our Equality & Diversity Policy and Single Equality Scheme.

Date of Birth:					Are you?	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Marital Status:	Civil partnership <input type="checkbox"/>	Cohabiting <input type="checkbox"/>	Divorced <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Single <input type="checkbox"/>	Widowed <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Sexual Orientation:	Bisexual <input type="checkbox"/>	Gay or lesbian <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>				
Religious Belief:	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	None <input type="checkbox"/>	Sikh <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Any other religion (please specify)								

<b>Ethnic Group</b>					
White:	British: English <input type="checkbox"/>	Scottish <input type="checkbox"/>	Welsh <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	Irish <input type="checkbox"/>
Any other mixed background (please specify)					
Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other Asian background (please specify) <input type="checkbox"/>	
Black, Black British, Black English, Black Scottish or Black Welsh:	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other Asian background (please specify) <input type="checkbox"/>		
Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh:	Chinese <input type="checkbox"/>				
Other Ethnic Group:	Any other background (please specify) <input type="checkbox"/>				

The Equality Act protects disabled people. This includes people with long-term health conditions. If you tell us that you have a disability, we can make reasonable adjustments to where you work, your work arrangements and at interview.

Do you consider yourself to have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Please state the type of disability you have by marking all the types that apply to you. If none of the categories apply, please specify in 'Other'.

Physical difficulty <input type="checkbox"/>	Sensory difficulty <input type="checkbox"/>	Mental health difficulty <input type="checkbox"/>	Learning disability/difficulty <input type="checkbox"/>	Long-standing illness <input type="checkbox"/>
Other <input type="checkbox"/>				

Please tell us here if you need any specific arrangements to enable you to attend for interview.

## Declarations

Have you ever been convicted of or cautioned for any criminal offence or do you have any prosecutions pending?

Yes  No

If yes, please give details including dates.

Have you ever been banned from working with young people and vulnerable adults?

Yes  No

Are you currently subject to any disciplinary action?

Yes  No

If yes, please give details including dates.

Please tell us where you saw this post advertised:

Evening Chronicle (Jobs North East)

Specialist magazine

Times Educational Supplement

Fish4jobs.co.uk

Word of mouth

TES Online

Jobs.ac.uk

Sector One

Jobcentre

Internal advertisement

Sunderland Echo

TES Online

College website

The Guardian

Other (please specify)

Do you need a work permit or visa to work in the UK?

Yes  No

Visa type:

Visa type:

## Canvassing

Canvassing, directly or indirectly, will disqualify an applicant. This includes any attempt to unfairly promote your application. If such an attempt is discovered after appointment, you may be liable for dismissal. (Canvassing does not include general enquiries about the vacant post.)

Are you related to or do you have a personal relationship with any employees or governors at Education Partnership North East?

Yes  No

If yes, please state the name of the relative or partner and the position held.

By submitting this application form, I authorise Education Partnership North East to process the information I have given in line with the Data Protection Act 1998. I confirm that the information I have given on the form is correct. I understand I may be required to validate any or all information provided. I also understand that providing inaccurate information may disqualify me from employment or, if it is discovered after my appointment, make me liable for dismissal.

Name:

Date:

**Part B**

**Details of present or most present post**

Post title:	<input type="text"/>	Salary:	<input type="text"/>	Notice required:	<input type="text"/>
Employer's name and address:	<input type="text"/>				
		Postcode:	<input type="text"/>		
Employment dates from	<input type="text"/>	to	<input type="text"/>		

Brief description of duties:

Reason for seeking alternative employment or for leaving:

**Previous Employment Record** (State most recent first)

Employer's name and address:	Post held:	Employment dates from/to:	Reason for leaving:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Education and Qualifications** (continue on a separate sheet if required)

Place of study:

Type of qualification:

Subject:

Grade:

Date obtained:

Place of study:	Type of qualification:	Subject:	Grade:	Date obtained:

**Membership of Professional Bodies** For teaching posts, please include Institute for Learning registration.

Name of body:

Class/grade of membership:

Date obtained:

Grade:

Date obtained:

Name of body:	Class/grade of membership:	Date obtained:	Grade:	Date obtained:

**Driving**

Do you hold a valid full driving licence?

Yes  No

Would you have the use of a vehicle for work?

Yes  No

### Work Related Training

Organising body and course title:

Length of course:

Grade/class of diploma/degree  
(where applicable):

Date attended:

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**Reference/contact with present or most recent employer** We will contact your referees when we ask you to attend an interview.

Please give details below of your present or most recent employer. We may contact them to confirm details of your present or most recent employment and your suitability for the job you are applying for.

Name:		Address:	
		Postcode:	
Telephone:		Email:	

### Additional Reference

Please give the name and address of another person who has agreed to act as a referee. Do not use a relative as a referee.

Name:		Address:	
		Postcode:	
Telephone:		Email:	

## Personal Statement

Please use this section to describe how you meet the criteria in the person specification for the post. If you are applying for a teaching or curriculum leadership role please state your views of what effective teaching and learning are. (You may continue on up to two separate sheets of A4 if needed.)

PLEASE RETURN TO:  
People and Development Department, Washington  
Campus, Stone Cellar Road, Washington, NE37 2NH  
or [vacancies@educationpartnershipne.ac.uk](mailto:vacancies@educationpartnershipne.ac.uk)

