



Employment Application Form

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

POSITION APPLIED FOR This page of the application form will be detached from your application before shortlisting.

PERSONAL DETAILS			
Title: Surname:		Forename(s):	
Address:		Home:	
		Mobile:	
		Email:	
Postcode:		Preferred contact:	

ARE YOU AND EEA NATIONAL?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Persons born outside the UK will be required to show their passport to meet current compliance & immigration legislation.			

REFEREES			
Please give the name, position and address of two people who may be approached as referees in support of your application (one should be your present or more recent employer).			
Full Name:		Full Name:	
Relationship to you:		Relationship to you:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	



DRIVING LICENSE				
For some positions the requirement to drive is essential or desirable (see person specification)				
Do you hold a full driving license?	Yes		No	
Endorsement?	Yes		No	
If yes to the above, please give further details including dates:				

REHABILITATION OF OFFENDERS				
<p>This page of the application form will be detached from your application before shortlisting. It will be stored securely and only reviewed for successful applicants. We guarantee that this information will only be seen by those who need to as part of the recruitment process. If you are not shortlisted for the interview the information will be destroyed.</p> <p>Landmarks College has a duty to ensure that our learners are protected from abuse. Landmarks is therefore exempt from the Rehabilitation of Offenders Act 1974. We therefore ask all those in posts involving provision of services to our learners to complete an enhanced Disclosure and Barring Service (DBS) application before commencing working with us. It is therefore very important that you declare to us all criminal convictions whether spent or unspent that you have received. This should include details of all cautions, reprimands or final warnings.</p> <p>The information that we gather as part of this process will only be used for the purpose of minimizing risk in the recruitment and selection of workers and for no other reasons. The disclosure of a criminal record will not automatically prevent you from being appointed unless Landmarks College considers that the record renders you unsuitable for appointment.</p>				
Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge?	Yes		No	
Do you have any police investigations or charges pending?	Yes		No	
If you have answered 'yes' to either of the two questions above, please give full details here:				

Would you be willing to undergo a Disclosure and Barring Service (DBS) Check?	Yes		No	
Are you a member of the DBS online service?	Yes		No	
If 'yes' to the above, do you authorise Landmarks College to access your details?	Yes		No	

CONSENT

By ticking the box below, I confirm I agree to Landmarks processing and using my personal data with respect to criminal convictions for the purposes specified on this form. I can confirm that the recruitment of ex-offenders policy has been explained via this application form.

I understand that I am able to withdraw my consent at any time by contacting the HR department at emilylang@landmarks.ac.uk. I understand that you may not be able to stop immediately procession my personal data if you have already scheduled to process it automatically and that by withdrawing my consent my job application my job application may not be able to be processed.

Signed:

Date:

Print Name:



EQUAL OPPORTUNITIES MONITORING

This page of the application form will be detached from your application before shortlisting. The information supplied will be dealt with in the strictest confidence and will be used only for the purpose of monitoring as detailed below.

All questions are OPTIONAL. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence.

This information is being gathered to achieve constant improvements in our Equal Opportunities Policy, to make sure our job adverts are reaching all sections of the community and to monitor that the organization is representative of the population of the UK and the community in which we sit.

In line with the General Data Protection Regulations (GDPR) and Landmarks GDPR Policy, the data in this form will be used for monitoring or general equity compliance audit purposes only, and will not be looked at until after the appointment process has ended. It will not be taken into account in assessing your application form. The data will be treated in the strictest confidence, and will be used only for general statistical analysis, and to comply with any specific equality duty Landmarks College may have to report on.

Gender	
Gender Reassignment	Do you present full or part time in a gender role that differs from the gender assigned to you at birth?
Disability	<p>The Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'.</p> <p>Do you consider yourself to have a disability?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Please detail any reasonable work adjustments you may require:</p>
Religion	What is your religion or belief?
Year of birth	
Ethnic Origin	
Sexual Orientation	
Status	

Are you pregnant or currently on maternity leave?	
---	--

CONSENT

By ticking the box below I confirm I agree to Landmarks College using my personal data for the purposes specified on this equal opportunities monitoring form. I have read and understood the recruitment privacy notice found has been provided as part of this application process.

I understand that I am able to withdraw my consent at any time by contacting the HR Department at emilylang@landmarks.ac.uk. I understand that you might not be able to stop this process immediately or automatically.

Signed:

Date:

Print Name:



EDUCATION & QUALIFICATIONS

(Most recent first, including your current course)

From/To	Name of Institution	Course(s) Studies	Dates of Completion

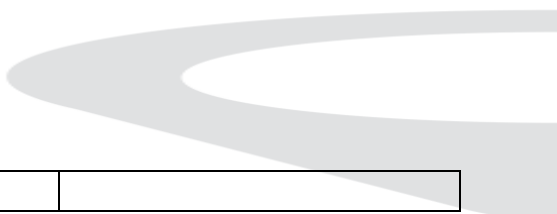
Membership of professional institutions and other training/knowledge relevant to this post:



EMPLOYMENT HISTORY (PAID OR UNPAID)		
Present or most recent employer:		
Address:		
Job Title:	From:	To:
Brief description of responsibilities:		
Reason for leaving/wishing to leave:		
Notice required:		

Name of employer & address	Position held	Employment dates & reason for leaving





--	--	--

WHY DO YOU WANT TO WORK FOR US?

WHY DO YOU THINK YOU ARE RIGHT FOR THE POSITION?





PERSONAL STATEMENT

Any other information that you would like to tell us, please use the job description to help inform your statement.

Empty box for personal statement.





RELATIONSHIPS
Are you related to or acquainted with any of the trustees, staff or students at Landmarks? If so, please give details:

GDPR STATEMENT
<p>The information that you provide on this form will be used to process your application for employment. The information will be used solely for the purpose of assessing your application.</p> <p>You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.</p> <p>If you succeed in your application for employment, the information will be used in the administration of your employment with us and we will be entitled to process it for this purpose.</p> <p>We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties' information to prevent or detect crime, to protect public funds, or in other ways permitted by law.</p>

DECLARATION
<p>I declare that to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false or misleading statement or significant omission may disqualify me from employment and render me liable for dismissal. If I am not successful, I understand that my application will be retained for 6 months in the event of a new Landmarks opportunity after which time it will be confidentially destroyed.</p> <p>I have read and understood the recruitment privacy not which has been provided to me with this application form.</p> <p>Tick the box to acknowledge your understanding of, and agreement with, the GDPR statement and declaration above.</p> <p>Signed: Date:</p> <p>Print Name:</p>

PLEASE RETURN COMPLETED APPLICATIONS TO:

EMILY LANG (HR OFFICER)
 LANDMARKS COLLEGE
 LITTLEMOOR HOUSE
 ECKINGTON





SHEFFIELD
S21 4EF

OR VIA EMAIL: emilylang@landmarks.ac.uk

