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| Logo  APPLICATION FORM | TUESLEY LANE  GODALMING  SURREY  GU7 1RS | Phone: 01483 411293    e-mail: HR@godalming.ac.uk  www.godalming.ac.uk |

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| **APPLICATION FOR THE POST OF:**  **Access Arrangements Co-ordinator** | **CLOSING DATE**  Applications close: 9am Friday 25th April 2025 |
| **WHERE DID YOU SEE THIS JOB ADVERTISED?** |

#### PERSONAL DETAILS

|  |
| --- |
| Surname |

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| --- |
| Forenames Preferred Forename |

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| --- | --- | --- |
| Address | | |
|  | | |
|  | | |
| County | Post Code | e-mail |

|  |  |
| --- | --- |
| Home Telephone number | Mobile telephone number |

|  |  |
| --- | --- |
| Teacher Reference Number (if applicable) | Date of recognition as qualified teacher (if applicable) |

#### CAREER DETAILS

**Present / Last Employment**

|  |  |
| --- | --- |
| Name & Address of Employer | Dates of Employment |
| Job Title | Full Time or Part-time (percentage/hours) |
| Brief description of duties & responsibilities | Annual Salary |
| Period of notice |
| Reason for Leaving |

**Previous Employment (most recent first)**

***For all teaching posts, please include age range/level & subjects taught***

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| --- | --- | --- | --- | --- | --- |
| Name of employer | Position Held  Duties & Responsibilities | Full-time or Part-time  (% / Hours) | Dates of Employment  From To | | Reason for Leaving |
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**Other Relevant Experience** *(Including unpaid work experience, career breaks, voluntary work etc)*

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| --- | --- | --- |
| Activity / Experience | Dates  From To | |
|  |  |  |

#### EDUCATION AND ACADEMIC QUALIFICATIONS

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| --- | --- | --- | --- |
| Name of School/College/University | From | To | Subjects, Qualifications, Grades, Awards |
| **Secondary (Post 16)** |  |  |  |
| **Higher Education and/or Professional Qualifications. (Please state teaching qualification, if applicable).** |  |  |  |

**Other Professional Development**

*Please give details of courses relevant to this application and indicate any awards earned*

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| --- | --- | --- | --- | --- |
| Course Title | From | To | Provider | Awards |
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#### INTERVIEW AVAILABILITY

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| Please specify any dates when you would be unavailable for interview, if invited.We currently plan to hold interviews on Thursday 1st May 2025 |

#### COVERING LETTER

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| **Please include in the covering letter below why you are applying for this position. You should outline how your skills, experience and qualities are suited to this role.** |

#### REFERENCES

|  |
| --- |
| **One Referee should be your present or most recent employer (Principal or Head teacher if the post is/was a teaching role in a college or school).** The other should be a previous employer or person who knows you in a professional capacity.  **References will be taken up for short-listed candidates for teaching posts prior to interview unless otherwise requested.** |

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| --- | --- |
| **Referee One** | **Referee Two** |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone Number  e-mail | Telephone Number  e-mail |
| In what capacity does the above know you? | In what capacity does the above know you? |
| Can we approach without further reference to you?  YES / NO | Can we approach without further reference to you?  YES / NO |
| If you were known to either of your referees by another name, please give details | |

#### DECLARATION

I confirm that the information given as part of my application is correct and complete to the best of my knowledge. I understand that the provision of false or misleading statements and/or withholding information in any part of the selection process may result in disciplinary action being taken against me and could result in dismissal from my employment. I understand that the information given will form the basis of my employment record.

I confirm that I am not on any barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body or the Secretary of State for Education.

If you are returning an electronic version of this form, please enter your name below to confirm your acceptance of this declaration.

**Signed:** **Date:**

**Please complete the important additional questions for applicants & Equality and Diversity in employment forms below.**

#### RETURNING YOUR APPLICATION FORM

Completed forms should be returned:

By email: [HR@godalming.ac.uk](mailto:Personnel@godalming.ac.uk)

By Post: HR

Tuesley Lane

Godalming

Surrey

GU7 1RS

#### DATA PROTECTION & PRIVACY NOTICE

The data provided as part of your application for employment at Godalming College will be handled and processed in accordance with Godalming College’s Data Protection Policy. This is available to download from the Publications area of the College website.

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| Logo | **Important Additional Questions for Applicants** |

**Please answer the questions below. This sheet will be separated from your application form by HR and will not be shown to the short-listing panel.**

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| **Post Applied for: Access Arrangements Co-ordinator** | **Name:** |

|  |  |  |
| --- | --- | --- |
| Title (Mr / Mrs / Miss / Ms / Dr / Other) | | |
| National Insurance Number | | |
| **Before appointment you will be required to produce documentary evidence of your eligibility to take up employment in the UK** | | |
| Are you subject to UK Immigration controls? | YES | NO |
| If Yes, please give details | | |

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| Are you related to a Governor or Senior Manager at Godalming College?  If yes, please give details: | YES | NO |

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| **Criminal Offences**  As this post is classified as having substantial access to children, appointment will be subject to a DBS check of previous criminal convictions and cautions. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent’ convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered “protected”. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. | | |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? 2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | YES  YES | NO  NO |
| If applicable, full details of the above should be enclosed in a separate envelope / document, marked private & confidential, and addressed to HR. A criminal record will not necessarily be a bar to obtaining employment at Godalming College but failure to disclose this information could result in dismissal. | | |

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| Logo | **EQUALITY & DIVERSITY IN EMPLOYMENT** |

Godalming College celebrates diversity and values the differences between individuals within the college community. It is our aim to provide equal opportunities for prospective and current staff and we are committed to making reasonable adjustments, in accordance with the Equality Act to remove any barriers – physical or otherwise – that staff and job applicants might encounter. If you require any adjustments as part of the selection process, please contact HR.

**EQUALITY & DIVERSITY MONITORING**

In order to monitor our Equality and Diversity provision, we are actively seeking to improve the quality of the data we gather so we can identify any potential sources of discrimination and take action. To help us in this, please answer the questions below. The information collected will be held on a computerised system in accordance with the requirements of the Data Protection Act 1998 and will be used by the College for monitoring purposes and will not be used as part of the selection process. **This form will be separated from your application form**.

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| **Please give your Date of Birth** |  |

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| **Disability**  Do you consider yourself to have a disability?  Please place a cross in the appropriate box | **Yes** | **No** | **Rather not say** |

|  |  |  |  |
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| **Gender**  Please place a cross in the appropriate box | **Male** | **Female** | **Transgender** |

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| **Ethnicity**  Choose one option that best describes your ethnic group or background by placing a cross in the appropriate box | | | |
| **White** | | **Asian / Asian British** | |
| English / Welsh / Scottish / Northern Irish / British |  | Indian |  |
| Irish |  | Pakistani |  |
| Gypsy or Irish Traveller |  | Bangladeshi |  |
| Any other White background |  | Chinese |  |
|  | | Any other Asian background |  |
| **Mixed / Multiple ethnic groups** | | **Black / African / Caribbean / Black British** | |
| White and Black Caribbean |  | African |  |
| White and Black African |  | Caribbean |  |
| White and Asian |  | Any other Black / African / Caribbean background |  |
| Any other Mixed / Multiple ethnic background |  |  | |
| **Other ethnic group** | | ***The ethnic groupings used are those recommended by the Equality & Human Rights Commission*** | |
| Arab |  |
| Any other ethnic group |  |