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|  | APPLICATION FORMShortlisting Section | **CONFIDENTIAL** |
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| Please email your completed application form to [recruitment@loreto.ac.uk](mailto:recruitment@loreto.ac.uk) | | |

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| Name: |  | Date: |  |

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| Post Applied For: |  | Religion: |  |
| Where did you see this vacancy advertised? |  |  | |

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| If called for interview, are you available on the date specified in the information pack? | YES |  | NO |  |

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| If ‘NO’, please give alternative date(s): |  |

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| CURRENT/MOST RECENT EMPLOYMENT | | | | | | | | | | | |
| Name of employer: | | |  | | | Post Title: | |  | | | |
| Address: |  | | | | | Date of Appointment: | | |  | | |
|  |  | | | | | Salary Grade: | | |  | | |
| Actual Salary: | | |  | | |
| Nature of contract: *( fixed-term, part-time etc.)* | | |  | | |
| Telephone No.: | |  | | | | Date of leaving/notice required: | | | | |  |
| Responsibilities of post: | | | | | | | | | | | |
| OTHER EMPLOYMENT EXPERIENCE (MOST RECENT FIRST) | | | | | | | | | | | |
| Employer’s Name and Business | | | | From: | To | | FT / PT | | | Position | |
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| **Please explain any gaps in your employment / education history:** |
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| EDUCATION AND QUALIFICATIONS | | | |
| School Name and Address | Dates | | Examination Subjects passed (with grades and dates) |
| From | To |
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| FURTHER / HIGHER EDUCATION | | | | | |
| Name of University/College | Dates | | FT / PT | Qualifications(with dates and grade) | Subjects studied(indicate main/subsidiary) |
| From | To |
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| OTHER PROFESSIONAL QUALIFICATIONS |

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| OTHER RELEVANT INFORMATION Please summarise your strengths in applying for this position. You might like to include details of any work related projects you have completed, other experience of qualifications, including any training relevant to your application. You may wish to base this information on the Post Description and Person Specification. Please continue on a separate sheet if necessary, and attach to this form. |

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| REFERENCES Give the name and addresses of two people who can provide an assessment of your suitability for this post. If you are currently employed, or have been employed, you are asked to give your current or most recent employer. If you are a student, please give an academic referee. |

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| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
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| Email: |  | Email: |  |
| Telephone: |  | Telephone: |  |
| *If you are not willing for us to approach this referee before an interview, please tick this box:* | | *If you are not willing for us to approach this referee before an interview, please tick this box:* | |

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| Do you hold a current driving licence? | YES |  | NO |  |

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| Are you related to any member of the Governing Body  or member of staff at Loreto College? | YES |  | NO |  |
| If ‘YES’, please give details. | | | | |
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| DECLARATION I declare that the information on this application form and any supplementary material I may have enclosed is to the best of my knowledge, accurate and true. I understand that any incorrect information may result in the refusal or termination of my employment by the College. | | | |
| Signature: |  | Date: |  |

**Please return your application to: The HR Department**

**Loreto College**

**Chichester Road**

**Manchester**

**M15 5PB**

**Telephone: 0161 226 5156**

**Fax: 0161 227 9174**

**e-mail: recruitment@loreto.ac.uk**

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|  | APPLICATION FORMPersonal Details Section | **CONFIDENTIAL** |
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| **Please type or complete all sections in black ink** | | |

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| **POST APPLIED FOR:** |  | **DATE:** |  |

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| These details will not be made available at the shortlisting stage and will only be used to monitor the operation of the College’s Equal Opportunities Policy or be used for general statistical purposes. |

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| Please complete all sections | | |  | | | | | | | | | |
| Surname: |  | | Dr, Miss, Mr, Mrs, Ms, etc. | | | | |  | | | | |
| Forename(s) |  | | Gender: | Male | | |  | | | | Female |  |
| Previous name (if applicable): | |  | Date of Birth: | |  | | | | | | | |
| Address: |  | | Place of Birth: | |  | | | | | | | |
|  |  | | DfEE Number (where appropriate) | | | | | | |  | | |
|  |  | | National Insurance Number: | | | | | |  | | | |
| Postcode: |  | | Telephone Number: | | |  | | | | | | |
| Email: |  | | Mobile Tel. Number: | | |  | | | | | | |

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| Ethnicity The College is committed to equal opportunities. We would like you to give the following information to help us monitor our policy. Please tick the appropriate box. | | | |
| Asian / Asian British – Bangladeshi |  | Asian / Asian British – Indian |  |
| Asian / Asian British – Pakistani |  | Asian / Asian British – other |  |
| Black / Black British – African |  | Black / Black British – Caribbean |  |
| Black / Black British – Other |  | Chinese |  |
| Mixed – White and Asian |  | Mixed – White and Black African |  |
| Mixed – White and Black Caribbean |  | Mixed – any other background |  |
| White – British |  | White – Irish |  |
| White – any other background |  | Other |  |
| Not known |  |  |  |

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| Disability The college will guarantee an interview to disabled applicants who meet the essential criteria for the post.  Therefore, if you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities as described in the Job Description and Person Specification, you may wish to tick the following box to facilitate positive action in recruitment.  Please note that you are under no obligation to provide the above information.  All candidates shortlisted for interview will be asked what, if any, adjustments they require for the interview and what steps we can take to accommodate their needs. |

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| If you are not a UK national, do you have a valid work permit? | YES |  | NO |  |

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| Rehabilitation of Offenders Act 1974 |  |  |  |  |
| 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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. | | | | |
| *You are advised that the post for which you are applying will be subject to full Criminal Records Bureau Disclosure and any offer of appointment will be subject to verification of an individual’s criminal record and other Disclosure information, which is satisfactory to the Principal (or Chair of Governors for appointment to designated senior posts). The College will assess the relevance of any criminal record and having ‘spent’ or ‘unspent’ convictions will not necessarily bar an individual from employment; this will depend upon the relevance and circumstances relating to the offence/information and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. You will be asked to provide further information, which will include spent convictions, if shortlisted for interview.* | | | | |

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| Have you been granted early retirement from any post in the education serve? | YES |  | NO |  |
| If ‘YES’, please give full details of the date of the retirement, the reasons for it and any conditions attaching to the retirement. | | | | |

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| The College collects and may keep information from job applicants so that we can send details of future job opportunities to you. We keep your name, address and details of your application. If you do not want us to do this, please indicate by ticking the box below.  I do not want my details kept on file if I am unsuccessful in my application. |

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| Signature: |  | Date: |  |

**GDPR Privacy Policy**

This privacy notice relates to the collection, storage and use of your personal data in relation to Loreto Sixth Form College recruitment activities. The College reserves the right to make any updates and/or amendments to this privacy notice at any time, therefore we encourage candidates to review regularly and ensure that they are fully aware of the privacy notice in operation at any particular time.

The personal data you provide is collected for the purpose of making contact with you and then assessing your competence and capability for a role within the College. This data is provided directly by you or your third party representative (a recruitment agency acting on your behalf). The basis for collection of this data on our part is a combination of individual consent, legal obligations and legitimate interests. We will not collect any personal data from you that we do not need in order to assess your candidature for a role with us. The data we collect will not be shared with any third parties unless required by law.

Under UK law and best practice, we will retain all personal details and documentation such as interview notes for unsuccessful candidates and those candidates who have withdrawn their application for a period of 6 months from the date they have been advised that their application has been unsuccessful or the date they have provided written request to withdraw. These personal details will then be destroyed and deleted electronically.

If at any point you believe the information we process on you is incorrect, you can make changes by emailing the HR Manager at [recruitment@loreto.ac.uk](mailto:recruitment@loreto.ac.uk). If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer at [dpo@loreto.ac.uk](mailto:dpo@loreto.ac.uk) directly to have this matter investigated.

The College Data Protection Policy is available on the Loreto Website. A copy can be requested by emailing [recrutiment@loreto.ac.uk](mailto:recrutiment@loreto.ac.uk).