



APPLICATION FORM

Please read the Guidance Notes for Applicants document before completing the application form.

This form should be returned to: colegioonlineaparicio@colegioonlineaparicio.com

POST DETAILS	
Post Reference	Not Applicable
Post Title	
To be returned by	

PERSONAL DETAILS			
Surname		Initials	
House Name and or Number	Street		
Town			
City			
Post Code			
E-mail Address			
Mobile Telephone Number	Home Telephone Number		

Colegio Online Aparicio has a responsibility to prevent illegal working either online or in person at school, college, institute, academy and will conduct the necessary right to work checks before employment begins following Home Office guidance.

Successful candidates will be asked to produce original documents demonstrating an ability to live and work in the UK where is currently the central office of Colegio Online Aparicio before their employment commences.

If the teacher or any employee is from a European community, the same regulations will be followed as stipulated by the government where the base of the Central Office of Colegio Online Aparicio is located, which is in London. The hired will be according to the governmental regulations established by the governments.

Colegio Online Aparicio are Online School and NOT holds a UK Visa and Immigration (UKVI) sponsorship licence and we NOT offer a certificate of sponsorship to allow them to apply for a visa to work at Colegio Online Aparicio.

If your application is successful and you commence employment the copy of your identification documents will be retained on file.

CURRENT OR LAST EMPLOYMENT

Name and address of Employer	Job held and brief details of duties	Salary and Reason for leaving	Start Date	End Date

Period of Notice Required by Employer

PREVIOUS EMPLOYMENT

Please start with the most recent and work backwards – continue on an extra sheet if necessary

Name and address of Employer	Job held and brief details of duties	Salary and Reason for leaving	Start Date	End Date

GAPS IN EMPLOYMENT HISTORY
It is critical that you explain fully any gaps in your employment history

Date From	Date To	Reason

SECONDARY / COLLEGE / UNIVERSITY EDUCATION

Please enter details of all qualifications obtained. Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Name and Address of Secondary School / College/University	From	To	Qualification	Grade

TRAINING

Please give details of other courses which you have attended in the last 5 years which you consider relevant to this post. If none then please state "none".

Name of Provider	Dates Attended	Name of Course

MEMBERSHIP OF PROFESSIONAL BODY

Professional Body	Grade of Membership	Date Obtained

REFERENCES

Your 1st referee must be your current or last employer – (if you have one). If you are an internal candidate then your 1st referee must be your current line manager. Please note that references are not accepted from relatives or friends. If you are a school/college leaver give the details of your Headteacher or Tutor.

	Reference 1	Reference 2
Name		
Employers Name		
No, House Name		
Street		
District		
Town, City		
Post Code		
E-mail		
Position		
Telephone Number		
Please state your relationship to the referee:		

SUPPORTING INFORMATION

Please pay particular attention to this section. This is the most important part of your application, as it is where you tell us what makes you suitable for this job. Your application will be judged against the **Person Specification**, which is the list of requirements for the job.

You must address each point of the Person Specification, giving **evidence** of what skills, experience and knowledge you have in each of these areas and/ or from other relevant situations such as extra-curricular interests or responsibilities, or activities outside work. Simply stating that *"I have excellent communication skills"* and providing no evidence to support this statement is not sufficient.

You must also indicate your motivation for applying for a post with UWC Atlantic College and tell us how your experiences fit with the UWC mission.

IF THIS SECTION IS NOT COMPLETED YOUR APPLICATION WILL NOT BE CONSIDERED

GENERAL							
Please give any dates in the near future when you will not be available for interview. No guarantee is given that interviews will be rescheduled to accommodate your non-availability.							
Where did you find out about this vacancy?							
Please state here whether you are related to any Governor or Senior Manager of the College. If yes, you should advise the Governor / Manager concerned of your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you have any business or other interests including membership or affiliation of any political or other organisation which would cause real or observed conflict with the duties and responsibilities of this job?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you have sole use of a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you hold any of the following: <div style="text-align: right; padding-right: 10px;"> Full Driving Licence HGV Licence PSV Licence </div>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you have any endorsements or points on your licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
If Yes, please specify							
Convictions	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Have you ever been convicted of a criminal offence</td> <td style="width: 10%;">Yes <input type="checkbox"/></td> <td style="width: 10%;">No <input type="checkbox"/></td> <td style="width: 50%;">Have you ever been the subject of an investigation or enquiry by the police of local authority in relation to a child or children?</td> <td style="width: 10%;">Yes <input type="checkbox"/></td> <td style="width: 10%;">No <input type="checkbox"/></td> </tr> </table>	Have you ever been convicted of a criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been the subject of an investigation or enquiry by the police of local authority in relation to a child or children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you ever been the subject of an investigation or enquiry by the police of local authority in relation to a child or children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<i>If you have ticked yes to either of the questions regarding convictions, please provide details on a separate sheet</i>							
Criminal Convictions- Rehabilitation of Offenders Act 1974							
Disclosure of Criminal Convictions	<p>Colegio Online Aparicio is committed to safeguarding and promoting the welfare of any learners and young people, adults and all employees are expected to share this commitment.</p> <p>All applicants who are offered employment (whether teaching or non-teaching) will be subject to an Enhanced Check for Regulated Activity from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.</p> <p>This means that you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any cautions or bind-overs and any prosecutions pending against you.</p> <p>Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence. Details of any convictions or cautions should be provided in a sealed envelope addressed to the Head of Human Resources, marked CONFIDENTIAL, and enclosed with this application.</p> <p>I have read the above notes on criminal convictions and agree to an Enhanced Check for Regulated Activity from the DBS being made if I am offered the job for which I am applying. I understand that the job is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.</p> <p>I confirm that:</p> <p><input type="checkbox"/> I do not have any criminal convictions or cautions.</p> <p><input type="checkbox"/> I am not on a Barred List (List 99) or disqualified from working with children.</p> <p><input type="checkbox"/> I am not subject to sanctions imposed by a regulatory body, e.g. the Education Workforce Council.</p>						

DISABILITY

The College wishes to give every encouragement to disabled job applicants and will offer an interview to all disabled candidates who meet the essential requirements of the person specification. If you are invited to interview we will ask you if you require any particular arrangements to be made, for example an accessible venue or a sign language interpreter.

Do you identify as a disabled person? Yes No

DATA PROCESSING

I agree that any offer of employment by Colegio Online Aparicio is subject to satisfactory evidence of the right to work in the base UK, Online School verification of identity and qualifications, satisfactory references and health questionnaire, and medical and police clearance (where appropriate).

In accordance with the General Data Protection Regulations, it is agreed that Colegio Online Aparicio may hold and use personal information about me for personal reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual and computer form in accordance with the Privacy Policy on the website.

DECLARATION

I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking.

Signature:

Date:

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EQUALITY MONITORING

PERSONAL DETAILS

In order to ensure the College's commitment to ensuring equality and to provide other essential information if you are appointed, you are asked to provide the following information by ticking the appropriate boxes and completing the details requested. The information will be treated as confidential and will not be used in the selection process.

Surname		First Name	
Middle Name		Date of Birth	
Title: Mr, Mrs, Miss, Ms, Other etc		National Insurance No	

NATIONALITY

Please state your Nationality

ETHNIC ORIGIN

Please tick one box only.

<input type="checkbox"/> White – Welsh, Scottish, English, <input type="checkbox"/> Northern Irish, British <input type="checkbox"/> White - Irish <input type="checkbox"/> White - Gypsy or Irish Traveller <input type="checkbox"/> Other <input type="checkbox"/> Black/African/Caribbean/Black British <input type="checkbox"/> Black/African/Caribbean/Black African <input type="checkbox"/> Black/African/Caribbean/Black Caribbean <input type="checkbox"/> Other <input type="checkbox"/> Asian/Asian British Bangladeshi <input type="checkbox"/> Asian/Asian British Chinese <input type="checkbox"/> Asian/Asian British Indian <input type="checkbox"/> Asian/Asian British Pakistani <input type="checkbox"/> Asian/Asian British Other	<input type="checkbox"/> Mixed/Multiple Ethnic Groups - White and Black <input type="checkbox"/> Mixed/Multiple Ethnic Groups Caribbean <input type="checkbox"/> Mixed/Multiple Ethnic Groups White and Black African <input type="checkbox"/> Mixed/Multiple Ethnic Groups - White and Asian <input type="checkbox"/> Other <p style="text-align: center;">Any Other background, not already listed</p> <input type="checkbox"/> Arab <input type="checkbox"/> Other If Other, please specify: _____ <input type="checkbox"/> Prefer not to say
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SEXUAL ORIENTATION

<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/ Straight <input type="checkbox"/> Other	<input type="checkbox"/> Gay Woman <input type="checkbox"/> Gay Man <input type="checkbox"/> Prefer not to say
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GENDER

Female Male Prefer not to say

Do you identify as transgender?
 For the purpose of this question "transgender" is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.

Yes No Prefer not to say

RELIGIOUS BELIEF / NON BELIEF

- Baha'i
- Christian
- Jain
- Muslim
- Sikh
- None
- Prefer not to say

- Buddhist
- Hindu
- Jewish
- Rastafarian
- Zoroastrian
- Other

DISABILITY

Do you consider yourself to have a disability according to the terms given in The Equality Act 2010?

"The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities."

Do you identify as a disabled person? Yes No

Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches

- Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment.
- Mental health condition, such as depression or schizophrenia
- Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head- injury)
- Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- Other, such as disfigurement (specify below if you wish)
- Other (please specify)