



Please return this application form to:  
[recruitment@lancing.org.uk](mailto:recruitment@lancing.org.uk) or post to:  
 Human Resources, Lancing College,  
 Lancing, West Sussex, BN15 0RW

## LANCING COLLEGE

<b>Application for the Post of:</b>	
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<b>Location of Post:</b>	Hove Prep/Worthing Prep/Lancing College/Little Lancing
<b>Source:</b>	Where did you hear/see this role advertised:

<b>Personal Details</b>		
Title:	Surname:	First Names:
Previous Names & Dates used:		
Address:		Previous address: <i>(if you have been at current address less than 5 years)</i>
Date of Birth:		N.I Number:
Telephone No: (Home)		Telephone No: (Work)
Mobile Number:		Email Address:

Nationality:	DofE/TRN No.: <i>(for teaching posts only)</i>
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**International Police Checks:** *(If you have lived outside the UK for a period of three months or longer since the age of 16 and within the last ten years, please state the dates and country/ies below and be aware that you will need to provide the College with a Police Certificate of Good Conduct from the country/ies.)*

Have you ever lived/worked/travelled abroad for more than three months since the age of 16?

**YES/NO** *(if yes, please detail below)*

Name of Country	Dates	
	From Mth/Yr	To Mth/Yr

Are you currently eligible for employment in the UK?      Yes       No

Please provide details:

<b>Current Employment</b>		
Current / Most Recent Employer:	Job Title:	
Current / Most Recent Employer's Address:	Date Started (Mth/Yr):	Date Finished (Mth/Yr):
Email:		
Telephone Number:		

Current Salary / Salary on Leaving:	Any employee benefits:
Main Duties/Responsibilities:	
Reason for seeking other employment:	
When would you be available to take up employment if offered:	

<b>Previous Employment</b> <i>(Please note we require a full employment history from education (age 16) to current employment. Start with most recent. All gaps between employment must be accounted for. Use a separate sheet of paper if necessary.)</i>				
From Mth/Yr	To Mth/Yr	Name and contact Details of Employer	Job Title & Main Duties/Responsibilities	Reason for leaving

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**Education** *(Please note we require a full employment history starting from education from the age of 16. Start with the most recent)*

Name of School / College / University	From Mth/Yr	To Mth/Yr

**Qualifications**

Qualification	Examining Body	Subject(s)	Pass Level	Date Completed

**Other Vocational Qualifications, Skills or Training**

*(Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.)*

Course Title & Supplier	From Mth/Yr	To Mth/Yr

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**Leisure Interests, Hobbies, Membership of Organisations, and Other Activities** *(Please give details of any interests, hobbies or skills.)*

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**References** *(Names and contact details of three persons to whom reference may be made in confidence. One referee must be your existing or most recent employer. If not currently working with children, but have done so in the past, one referee must be from that employer. References will not be accepted from relatives or from referees writing solely in the capacity of friends. Please note, referees will be asked whether you have been the subject of any safeguarding concerns. Please state in which context you are known to the person named)*

**Do you consent to us seeking references prior to interview? Yes or No**

Name:	Name:	Name:
Address:	Address:	Address:
Post Code:	Post Code:	Post Code:

Email:	Email:	Email:
Telephone:	Telephone:	Telephone:
Context:	Context:	Context:

**Existing Contacts:** *(Please indicate if you know any existing employees/governors of the school and how you know them.)*

**Suitability:** *(Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.)*

**Criminal Records**

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application, you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice

published by the Disclosure and Barring Service.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request). It is an offence to apply for a role at the School if you are barred from engaging in regulated activity to children.

### **Declaration**

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

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

The School will review a candidate's social media or other online activity if selected for an interview.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after twelve months.

- *I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.*
- *I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.*
- *I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.*

***Signed***

***Date***