## **PRINCIPAL/ LEAD/ MODERATOR (TECHNICALS) APPLICATION FORM**

Confidential. Please submit your completed application form to:

**associate.moderator**[**@cityandguilds.com**](mailto:examiner.recruitment@cityandguilds.com)

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| **PERSONAL CONTACT DETAILS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **First name** |  | **Last name** |  | **Mr/Mrs/Miss/Ms** | |  |  |  |  |  | | **Address** |  | **Address** |  | **Postcode** | |  |  |  |  |  | | **Personal Email** |  | **Mobile no.** |  | **Home no.** | |

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| **ROLE**  Please indicate which role/s you are applying for | **🗸** |
| **Principal Moderator** |  |
| **Lead Moderator** |  |
| **Moderator** |  |

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| **TECHNICAL QUALIFICATIONS**  **Important- please list the Technical qualifications you wish to moderate**. You can find a full list of our Technical qualifications [here](https://www.cityandguilds.com/techbac/technical-qualifications/dfe-approved-qualifications#dfe)  Please provide full details of occupational competencies as specified in the qualification handbook. | | | | |
| **Technical Qualification number** | **Technical Qualification title** | **\*Qualification pathway**  **(if applicable)** | **Level** | **Provide full details of occupational competence for each qualification and pathway** |
| ***0172-33*** | ***Advanced Technical Diploma in Animal Management (1080 )*** | ***Zoos***  ***Wildlife*** | ***3*** | ***Vast range of industry experience within the animal care, zoo and veterinary industry with extensive knowledge of the delivery and assessment of City & Guilds qualifications, including work based learning. 20 years’ experience of teaching training, assessing, marking and moderating a range of qualifications. Up to date with both industry and educational standards.*** |
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| **\*QUALIFICATION PATHWAY COMPETENCE**  For those qualifications with a variety of pathways please provide a detailed explanation of your qualifications and experience in each pathway you’re applying for: | | | | |
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| **PRESENT EMPLOYMENT**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **Employer** |  | **Job Title** |  | **Full/Part Time** | |  |  | | **Date of employment** |  |   Outline main responsibilities and how the work relates to the Moderator role: |

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| **PREVIOUS EMPLOYMENT**  Please list previous appointments for the last five years, with the most recent first: | | | | |
| **Date from**  **(mm/yy)** | **Date to**  **(mm/yy)** | **Employer** | **Position held & responsibilities** | **Reasons for leaving** |
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| **Conflict of Interest**  Please list any organisations where you have current or recent employment, worked as a consultant or in any other capacity. It is also necessary to list any other organisations in which you have an interest. |
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| **VOCATIONAL/ ACADEMIC QUALIFICATIONS**  Please give details of relevant professional, vocational and/or academic qualifications, listing the most recent first. | | |
| **Subject** | **Qualification** | **Date of Award** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | |
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| REASON FOR INTEREST Please state briefly your reasons for applying for this position: |
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| **AVAILABILITY**  I understand key activities are throughout the year; mainly focused in January, March, April, May and June  Are you limited to specific days of the week? Please provide details:  Which region (s) would you be prepared to work within and potentially stay overnight?   |  |  |  |  | | --- | --- | --- | --- | |  | **🗸** |  | **🗸** | | North East England |  | North West England |  | | Yorkshire and the Humber |  | East Midlands |  | | West Midlands |  | East of England |  | | London |  | South West England |  | | South East England |  |  |  | |

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| **IT SKILLS**  Do you have access to a computer and the internet? Yes  No  Do you have the ability and confidence to work with web based applications? (This includes submitting forms online, uploading and downloading documents) Yes  No |

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| **REFERENCES**  Referees will be contacted following the vetting of your application. Please nominate two referees who must be responsible persons over 18 years of age and not related to you. At least one must know you in a professional capacity for example as a past or present employer. | |
| **Employer referee:** | **Character referee:** |
| Name: | Name: |
| Email: | Email: |
| Telephone no: | Telephone no: |
| Occupational/relationship to applicant | Occupational/relationship to applicant |

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| Due to the nature of the Moderator services and for the purposes of the Rehabilitation of Offenders Act Exceptions Order, please provide details of any criminal convictions, and the penalty imposed, unless regarded as spent under the Rehabilitation of Offenders Act 1974:  If you are Disclosure and Barring Service (DBS) approved, please provide your reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DECLARATION BY APPLICANT**  I confirm the information provided by me in this application form is correct to the best of my knowledge and belief. I understand that if any of the information in this application were subsequently found to be inaccurate or false the contract for supply of services might be withdrawn.  I understand that any offer of contract for supply of services will be subject to receipt of satisfactory references.  **Name of applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Thank you for completing the Moderator Application Form.  Please forward your completed application together with your CV,CPD record and Equal Opportunities Form to:  **a**[**ssociate.moderator@cityandguilds.com**](mailto:ssociate.moderator@cityandguilds.com) |