

## Employment Application Form

We assure you that the details you provide will be treated as confidential. Please note that successful applicants will be required to provide evidence that they have obtained the qualifications stated and of their eligibility to work in this country.

**If you have a disability that prevents you from completing this application form, please contact the Personnel Department for alternative methods of application.**

Please complete the form using dark ink or typescript and ensure your name and post title are stated on any additional sheets. Please do not use staples, glue or sticky tape.

POST APPLIED FOR:

### PERSONAL DETAILS:

Surname:  First Names:

Title:

Address:

Home Tel:  Mobile :

Work Tel:  E-mail:

Please tick this box if we may *not* contact you at work:

NI Number:  I have the Right to Work in the UK: Yes:  No:

Do you hold a valid, current driving licence: Yes:  No:

Earliest date on which you could take up this employment:

In which publication(s) or website did you see this post advertised?

Have you previously applied for a post at Strode College?

Strode College welcomes applications from people with disabilities and abides by the code of practice associated with the *Positive About Disabled People* logo.

Are there any special arrangements that we can make if you are short listed for interview?

**PLEASE CONTACT PERSONNEL IF YOU REQUIRE A LARGE VERSION OF THIS FORM**

**EDUCATION & QUALIFICATIONS** – Starting with the most recent, please give details of education and examinations passed after the age of 11. If this section is not fully completed, your application may not be considered further.

**Proof of qualifications will be required if you are short listed for interview.**

Name & Address of School/College/ University	From:	To:	Subject	Level / Grade

**LECTURER / INSTRUCTOR POSTS ONLY:**

IFL registration number:

Membership Type: (please indicate) **Affiliate/Associate/Member/Fellow**

Qualified Teacher Status:

Yes:

No:

Date you commenced teaching in the FE Sector:

Please state any additional qualifications, skills, relevant experience or in-service training which you consider might be particularly useful in the post for which you have applied and which are relevant to the Person Specification

**PRESENT/MOST RECENT EMPLOYMENT**

Position Held:

Salary:  Point on Salary Scale:

Name and Address of Employer:

Brief Description of present duties:

Employment Dates From:  To:

Number of hours per week:  Notice required/date left:

Reason for leaving if no longer employed:

**PREVIOUS EMPLOYMENT HISTORY:**

Please give details (most recent first) of all employment. Please ensure that any gaps in employment have been accounted for. If this section is not fully completed, your application may not be considered further.

Employer Name & Address	Title of Post and brief description of duties - including reason for leaving	Hours Per Week & Salary	Date From	Date To

**SUPPORTING STATEMENT:** Please explain why you are interested in the post, clearly addressing the Person Specification contained within the Job Description.

## Rehabilitation of Offenders Act 1974

The post for which you have applied is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) which requires you to reveal any information concerning spent or other convictions. All convictions must be declared including spent convictions and those for which the sentence given was an absolute or conditional discharge. Successful candidates who fail to disclose information concerning such convictions may be dismissed or be the subject of disciplinary action. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. The College does not discriminate against candidates with irrelevant criminal convictions. Please note that cautions must also be declared.

**Do you have any criminal convictions or cautions spent or otherwise?**

Yes:

No:

**If you have answered yes to the above question please detail any convictions or cautions on a separate sheet, place in a sealed envelope, with your name on the outside, and submit to Personnel with your completed application form. Failure to declare any convictions or cautions at the time of application may result in any subsequent offer of work being withdrawn.**

The envelope will only be opened if you are short listed for interview. If you are not short listed the envelope will be confidentially destroyed.

## Police Clearance – Criminal Records Bureau

DFE Circular 9/93 requires that for posts and positions with access to children under 18, to students with special educational needs or vulnerable adults, a check shall be made with the Criminal Records Bureau for possible criminal background of all new appointments. Such a check would provide details of all convictions (including spent convictions and those for which the sentence given was an absolute or conditional discharge) and formal cautions. If a job offer is made the College will apply for a Disclosure Certificate from the Criminal Records Bureau. This Certificate will contain details of all convictions held on the Police National Computer including current and 'Spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education (List 99) and the Department of Health, or those individuals who are barred from working with children.

**Strode College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Persons offered employment will therefore be asked to cooperate in this procedure. Refusal to do so or an inaccurate or misleading declaration may result in the offer being withdrawn. Any information obtained will be treated in strict confidence.**

**Do you agree to identifying details being sent to the CRB for this purpose?**

Yes:

No:

## Data Protection Act 1998

Information held by Strode College complies with and is stored in accordance with the Data Protection Act 1998. Personal data relating to equal opportunities will be held on file, in accordance with the requirements of the Data Protection Act and used for the purposes of equal opportunities monitoring. Recruitment records will not be retained any longer than is necessary for making an appointment. If you are unsuccessful your application form will be destroyed within six months of the interview date.

## REFERENCES:

Please provide names and contact details of two referees, one of which should be your present or most recent employer. Both referees should preferably have line management knowledge/experience of your work skills.

If you have previously been employed by a college or school please include the Principal or Head as one of your referees.

Our policy is to contact your referees if you are short listed for an interview, so that both references are available by the interview date.

**Name:**

**Capacity Known:**

**Address:**

**E-mail:**

**Telephone Number:**

**Name:**

**Capacity Known:**

**Address:**

**E-mail:**

**Telephone Number:**

## DECLARATION:

I declare that, to the best of my knowledge and belief, the information contained on this form is accurate. I understand that, should my application be successful and it is discovered subsequently that information is false; this may lead to the termination of my contract of employment.

**I confirm and understand the above declaration:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please ensure that you return your completed application by the closing date. Short listed candidates will normally be notified within four weeks of the closing date. We receive a considerable number of applications and, in the interests of economy; we do not contact unsuccessful applicants.

**Please send your completed form and any additional information to:**

Personnel, Strode College, Church Road, Street, Somerset, BA16 0AB

Email: [personnel-enquiries@strode-college.ac.uk](mailto:personnel-enquiries@strode-college.ac.uk)

Tel: 01458 844447

Answer Phone & Fax: 01458 844450

**Thank you for taking the time to complete this application form.**

**CONFIDENTIAL**

## EQUAL OPPORTUNITIES MONITORING FORM

Strode College is committed to the principle of equal opportunities in employment regardless of a person's gender, marital status, race, colour, nationality, ethnic or national origin, HIV status, age, disability, sexual orientation, political or religious beliefs, and unrelated criminal convictions, or other specific factors which result in discrimination. The information contained in this form will be used to monitor the Single Equality Scheme and ensure it is working in practice.

**The information below will be used for monitoring purposes only and will be treated as confidential. It will only be seen by staff assessing the effectiveness of the Single Equality Scheme.**

Post Applied For:

Surname:

First Names:

Date of Birth:

Age:

Gender

Female:

Male:

**Ethnic Origin**

To which ethnic group do you belong? Please put a tick against one of the groups below. If you do not feel that any of the boxes are appropriate, please tick "Any other" and describe in your own words:

African:

Caribbean:

Pakistani:

White – British:

Asian – other:

Chinese:

White & Asian:

White – Irish:

Bangladeshi:

Indian:

White & Black

White – other:

Black–other:

White & Black  
Caribbean:

African:

Mixed – other:

Any other:

**Disability**

Do you consider yourself to be disabled?

Yes:

No:

Definition of Disability – a person who has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Source: Disability Discrimination Act 1995

Medical evidence of a disability that has been or is expected to be present for 12 months or more, may be sought for successful candidates.

Signed:

Date: