# Confidential Application Form

## This form will be read in conjunction with your letter of application.

## Please complete in black ink. Please continue on additional sheets if necessary.

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| **Application for:** | |
| **Vacancy Reference No.:** | **Closing Date:** |

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| **1. Personal Details** | |
| Surname:  First Name(s):  Telephone Home:  Personal email address: | Address:  Post Code:  Business:  Mobile: |

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| **2. Present Post** | | |
| Post held: | |  |
| Name and address of your employer (or place of study): | | |
| Brief description of Duties and Responsibilities: | | |
| Current basic salary: | Additional Allowances: | |
| Full or part-time: |  | |
| Current hours worked if part-time: | Period of notice required: | |
| Reason for leaving: | | |

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| **3. Previous Employment (most recent first)** | | | |
| Name and address of School/ College/ Other Employer | Dates  From To | | Salary |
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| **4. Gaps In Employment History** | | |
| Please account for any gaps in your employment history: | Date from: | Date to: |
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| **5. Education and Academic Qualifications** (please start with the most recent) | | | |
| University, College, Secondary School(s) attended | Dates  From To | | Subjects, Qualifications with grades, Honours, Further Post Graduate Qualifications (including Teaching qualifications if applicable) |
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| **6. Details of any Further Training / Membership of Professional Bodies** | | | |
| Details of Training / Professional Development | Dates  From To | | Awards / Membership Number (if any) |
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| **7. Experience, Skills and Knowledge Relevant to this post** |
| You are invited to provide further information in support of your application. Please state:   * The reasons you are applying for this post * How you meet the requirements for the post (please refer to the person specification) * Any key responsibilities and achievements in your present or most recent work experience. (please refer to voluntary work or other roles of responsibility you have held outside work where applicable) * Details of relevant interests or activities |

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| **8. References** | |
| **Please Note**  Please provide the details of two referees (referees must not be a relative or personal friend or spouse). The first reference should be your present or most recent employer. Referee two should be a previous employer (if this is not possible please contact the Human Resources Department for guidance). | |
| Full Name:  Title:  Position:  Address:  Telephone Number:  Email Address / Fax Number: | Full Name:  Title:  Position:  Address:  Telephone Number:  Email Address / Fax Number: |

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| **9. Additional details** | |
| **Please Note**  The information you provide on this page will not disclosed to the shortlisting panel on application but may be discussed in an Interview. | |
| Source of Application  How did you hear about this post?  Do you hold a full UK driving Licence? | Relationship with the Guildford College Group.  Are you related or do you have any business or personal contacts with a staff member at the Guildford College group? Please indicate if you have any such relationship to declare. |

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| **10. Right to work** |
| If you require permission to work in the UK or there are restrictions on your permission to work, you must tell us here. Please give your full immigration status, including renewal dates where applicable and any extra information about your permission to work.  Do you require permission to work in the UK? YES  / NO  If you have ticked yes, please provide details (please expand the table as required): |

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| **11. Criminal Convictions** |
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| All applicants who are offered employment are subject to Enhanced Disclosure and Barring checks. Guildford college Group meets the requirements in respect of exempted questions under the rehabilitation of offender’s act 1974. You are therefore required before appointment to disclose any Conviction, Caution or binding over including ‘spent’ convictions and charges pending. Certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>  Do you have any Criminal Convictions, Cautions or Binding? YES  / NO  If you have ticked yes, please provide details (please expand the table as required): |

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| **12. Declaration** |
| I declare that the information I have given on this form is correct and true to the best of my knowledge. I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may in the event of employment result in disciplinary action or dismissal. I also understand and agree that any information provided, may be held by Guildford College in accordance with the Data Protection Act 1998.  We may also use or pass to certain third parties, information to prevent or detect crime, to protect public funds, for reference purposes or in other way permitted or required by law.  I consent to my personal data being included on a computerised database.  I understand that any appointment will be subject to pre-employment checks including evidence of right to work in the UK, satisfactory references, medical clearance, proof of qualifications and enhanced Criminal Records Bureau check.  By ticking YES submitting your application form you are agreeing to all of the above statement and are happy for us to process your information provided. ………………………….. Date:  YES |

Please return your application form to:

Email: humanresources@guildford.ac.uk

Internet Address: www.guildford.ac.uk

All successful applicants will be contacted once the short listing decisions have been made. The College will not confirm receipt of your application form, however if you wish to check that it has been received or you have any other enquiries concerning your application, please contact the College as above.

The College will hold applications of unsuccessful candidates, up to a maximum of one year. If similar vacancies arise during this time, the College may contact previous applicants to invite a further application.