



TRURO AND PENWITH COLLEGE

APPLICATION FORM – CONFIDENTIAL



Applicants, who by reason of a disability may have problems completing an application form, are advised to seek assistance from the College's Personnel team.

Please complete this form in black ink, black ballpoint or typescript

1. Application for the appointment as:

2. Personal Details

Surname:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Forename(s):	Home Telephone No:
Preferred Name:	Work Telephone No:
Address:	Mobile Telephone No:
	National Insurance No:
Postcode:	Email address:
Date of Birth:	IfL No (teaching posts only):
Do you have a valid car driving licence?: Yes <input type="checkbox"/> No <input type="checkbox"/>	DFE Reference No (if qualified teacher):

3. Present/most recent Post

Position Held:	Date Appointed:
Employer's Name:	Salary:
Address:	Grade/Status:
	Full or Part-Time:
Telephone No:	Period of Notice:
	Reason for leaving:
Brief Outline of Duties/Responsibilities:	

4. Previous Employment (in chronological order, most recent first)

Employer's Name and Address	Nature of Post	Full-Time/Part-Time	From	To	Salary/Grade	If Teaching Experience give details (subjects, level, age range)

5. Qualifications Obtained Since Age 11

Institution	Full-Time/ Part-Time	From (mmm/yy)	To (mmm/yy)	Give Detail of Qualifications Obtained (Subjects, Levels, Grades, etc)

6. Omissions

Please describe on a separate sheet any unusual features or omissions from your pattern of employment and education shown in sections 4 and 5 above.

7. Relevant Courses Attended (do not include reference to very short courses and conferences) **and Membership of Professional Institutes**

8. Reasons for Applying for this Post

9. Other Activities

Please describe other activities (paid or unpaid) which you feel are relevant to the post.

10. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order 1975 (2013) provide that 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 at the Disclosure and Barring Service website.

a. Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) Yes ☐ No ☐

b. If 'Yes' please supply details (this will not necessarily debar you from appointment)

11. Protection of Children

As Truro and Penwith College meets requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All offers of employment will be subject to satisfactory clearance. No check will be made unless you are the final selected candidate and have no objection to enquiries being made. Failure to give your consent will result in the College being unable to give further consideration to your employment.

If appointed, do you consent to a check being made? Yes ☐ No ☐

12. Name, Status and Address of three people willing to act as Referees (one of whom should be your current employer). References will not be accepted by relatives or by people writing solely in the capacity of friends:

Name:	Name:	Name:
Status: <i>Current/Most Recent Employer</i>	Status:	Status:
Address:	Address:	Address:
Telephone No:	Telephone No:	Telephone No:
E-mail Address:	E-mail Address:	E-mail Address:

The normal practice of the College is to contact the referees of shortlisted candidates before interview. **If you do not wish this to happen, please indicate below:**

Where did you learn about the vacancy?

13. Additional Details

Applicants are invited to set out below, or in an appended letter, further details relevant to your application. You should explain both:

- i. how your previous achievements and experience qualify you for this post.
- ii. the qualities and approach you would bring to the new job.

14. Disclosures of Interest:

Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g needing a work permit/visa)? **YES/NO**

Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? **YES/NO**

If yes to any of the above please provide details on a separate sheet.

15. Arrangements for interview:

If you have a disability are there any arrangements which we can make for you if you are called for an interview?

Yes ☐ **No** ☐

If yes, please specify (e.g. sign language, interpreter, audio tape, etc)

I certify that the information given in my application is correct and complete to the best of my knowledge and belief and is a true and accurate reflection at the time of completion. I declare that I am not disqualified from work with children, or subject to sanctions imposed by a regulatory or professional body. I understand that any falsification of details may lead to summary dismissal.

Signature

Date

Canvassing in any form will disqualify.

Please return this form to:
Or by email to:

The Personnel Officer, Truro and Penwith College, College Road, Truro, TR1 3XX
recruitment@truro-penwith.ac.uk



CONFIDENTIAL
EQUAL OPPORTUNITIES MONITORING

This form must be completed and returned with all applications



Truro and Penwith College is committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers' gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a short-list or making an appointment, but your co-operation in completing the following would be very much appreciated.

FULL NAME:	
MAIDEN NAME:	
POST APPLIED FOR:	
CLOSING DATE:	
VACANCY TYPE:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Term Time Only: Yes <input type="checkbox"/> No <input type="checkbox"/>

Details:

MARITAL STATUS:	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>
GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/>
DATE OF BIRTH:	
AGE GROUP:	16-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61-65 <input type="checkbox"/> 65+ <input type="checkbox"/>

Disability Status:

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself under this definition to be disabled? Yes ☐ No ☐

If yes, please give details:

Is there any other information which you would like us to take into account with regard to your disability?

Vacancy Advertisement:

Where I saw the Vacancy Advertised:

West Briton <input type="checkbox"/>	College Website <input type="checkbox"/>	This is Cornwall Jobsite <input type="checkbox"/>
Cornishman <input type="checkbox"/>	Internally <input type="checkbox"/>	From a friend/Word of mouth <input type="checkbox"/>
TES <input type="checkbox"/>	FEJobs Online <input type="checkbox"/>	Other(Please state): <input type="checkbox"/>

Ethnic Origin:

Please describe your ethnic origin by placing an 'X' in the appropriate box:

'X'	Nationality	Culture
	Asian or Asian British	Indian
	Asian or Asian British	Pakistani
	Asian or Asian British	Bangladeshi
	Asian or Asian British	Other
	Black or Black British	Caribbean
	Black or Black British	African
	Black or Black British	Other
	Chinese	Chinese
	Chinese	Other

'X'	Nationality	Culture
	Mixed	White and Black Caribbean
	Mixed	White and Black African
	Mixed	White and Asian
	Mixed	Other
	White	British
	White	Irish
	White	European
	White	Other