

## Please return your completed application form to:

Human Resources Department Birmingham Metropolitan College

James Watt Campus, Aldridge Road B44 8NE E: [hr@bmet.ac.uk](mailto:hr@bmet.ac.uk) T: 0121 325 2208

# Employment application form - Part A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post Applied for |  | | Vacancy Ref. |  |
| Candidate Number | *College Use Only* |  | | |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Known As |  | NI Number |  |
| Address |  | Daytime number |  |
| Postcode |  | Evening number |  |
| Email | *(Please note that this will represent our primary method of contact with you.)* | | |

|  |  |  |
| --- | --- | --- |
| Where did you see this Vacancy advertised? | | |
| College Website Times Education Supplement FEjobs.co.uk  Jobs.ac.uk  Word of mouth  Other\_ | | |
| Are you related to any member of the staff at the College? | | Yes No |
| If yes, please give details |  | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | | Yes No |
| If yes, please give details |  | |
| If you are successful in your application, would you require a permit/visa prior to taking up employment? | | Yes No |



**Equality Monitoring**

BMet values being a diverse and inclusive organisation and is committed to advancing equality for all people. Completing this equality monitoring form helps us to understand who is applying to work for us in different roles. The information helps us to plan for individual needs, examine our practices, as well as identify any barriers to participation and success.

Completing this form is not mandatory but is greatly appreciated to help us in the work we do. The information you provide is treated in confidence and is used for monitoring purposes only. **This information does not form part of your application.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your gender | Male Female Prefer not to say I identify my gender as ……………………. | | | |
| Your age |  | | | |
|  | Under 20 | 20 to 29 | 30 to 39 |
| 40 to 49 | 50 to 59 | 60+ |
|  | | | |

|  |
| --- |
| Your ethnic group – *please note, these are based on the Census categories* |
| *Asian or Asian British Mixed Other*  Bangladeshi White & Asian Chinese  Indian White & Black African Arab  Pakistani White & Black Caribbean Gypsy/Traveller/Romany  Any other Asian background Any other mixed background Any other ethnic group  *White Black or Black British*  British African Prefer not to say  Irish Caribbean  Any other White background Any other Black background |

|  |
| --- |
| Your religion or belief – which group below do you most identify with |
| Buddhism Christianity Hinduism Islam Judaism Sikhism Prefer not to say No religion or belief Other religion or belief |

|  |
| --- |
| Your sexual orientation |
| Bisexual Gay Heterosexual  Lesbian Other sexual orientation Prefer not to say |

Your disability

The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a **“physical or mental impairment which has a substantial and long term adverse effect on the person’s ability to carry out normal day to day activities”**. An effect is long term if it has lasted or is likely to last more than 12 months.

|  |  |  |  |
| --- | --- | --- | --- |
| a) Do you consider yourself to have a disability according to the terms given in the Equality Act? | | Yes No Prefer not to say | |
| If you have answered yes please indicate in the relevant box below which option applies to you. People may experience more than one type of impairment in which case tick all the types which apply. If your disability does not fit any of these types, please mark ‘other’  Autism spectrum condition  Disability affecting mobility Health/medical condition Hearing impairment  Learning difficulty, for example dyslexia, dyscalculia  Learning disability  Mental Health condition  Multiple disabilities  Speech, language, communication difficulty Visual impairment  Other disability  Prefer not to say | | | |
| Do you require any specific adjustments to enable you to participate in the selection process for this role? | | | Yes No |
| If yes, please give details |  | | |

**Criminal Record**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? | | Yes No |
| If yes, please give details |  | |

An offer of employment will be subject to a satisfactory enhanced Disclosure from the Disclosure and Barring Service. A copy of the College’s Staff Recruitment and Vetting Checks Policies are available from the Human Resources Team.

**Data Protection**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The College will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful bases of necessary for compliance with a legal obligation, necessary for the performance of a contact or to enter into a contract, and necessary for the legitimate interests of the organisation to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available from the Human Resources Team.

**References**

For all positions you must provide **two professional referees, one of which must be from your current/most recent employer or educational establishment.** Please ensure that the referees that you supply are not from the same organisation. Please note, that personal/character references will not be accepted. References will only be requested once the successful applicant has been notified, and permission to make the approaches has been granted. Please contact the Human Resources Team if you have any queries regarding the referencing process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Company |  | Company |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel |  | Tel |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |
| Dates |  | Dates |  |

**Declaration**

I understand that canvassing support of the College Corporation, Management Team or any other member of staff of the college, directly or indirectly, will disqualify my application. If information that I have given in my application form is found to be misleading or false, then the College may withdraw any offer of employment

without having to make any payment of compensation to me or it may treat the provision of misleading information as an act of gross misconduct entitling the College to terminate my contract of employment immediately without notice. I declare that to the best of my knowledge, the information provided in my application is accurate and truthful.

## I agree to this declaration.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed |  | | Date |  |
| Name (please print) | |  | | |

**Employment application form – Part B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post Applied for |  | | Vacancy Ref. |  |
| Candidate Number | *College Use Only* |  | | |

**Education & Professional Qualifications**

Include in this section all relevant qualifications. Please indicate any subjects currently being studied. (All successful candidates will be required to produce original certificates as evidence).

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| --- | --- | --- |
| **Place of Study** | **Subject Title / Qualifications** | **Grade/ Result** |
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(Please continue on a separate sheet if necessary)

**Training and Development**

Include in this section any relevant training courses that you have attended or details of development that you

are currently undertaking.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Duration** | **Training Provider** | **Course Title** | **Completed** |
|  |  |  |  |  |
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(Please continue on a separate sheet if necessary)

## Membership of Professional Bodies/Institutions

If you are registered then please provide the relevant details i.e. Professional Body, Membership Type, Membership Number and Expiry/Renewal Date.

## Details of Research and/ or Publications

**Employment History**

Please record the details of your current or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |  | Date Appointed: |  |
| Address: |  | End of employment date (if applicable) |  |
| Postcode: |  | Notice Period |  |
| Country: |  | Telephone No: |  |
| Job Title: |  | Current Salary: |  |

Summary of role and responsibilities

(Please continue on a separate sheet if necessary)

## Reason for leaving

**Previous Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name of Employer** | **Position Held and Salary** | **Brief Description of Duties** | **Reason for Leaving** |
|  |  |  |  |  |  |
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(Please continue on a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| **Gaps in Employment** | | |
| Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| **Date From** | **Date To** | **Reason** |
|  |  |  |
|  |  |  |
|  |  |  |

**Supporting Statement**

Please make full use of this section to give further information. Address the points listed in the person specification, and include why you want to apply for this post. Also detail how your skills and experience match the requirements of the position, and include details about your interests or voluntary work you’ve carried out that is relevant to the post. This section has a maximum length of two sheets of A4 paper.