APPLICATION FOR APPOINTMENT AS

Please use black ink or typescript)

(


# SECTION 1 - PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
|   | Forename  |   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |   |   |   |   |   |   |   |   |   |   | Mobile no.  |   |   |   |   |   |   |   |   |   |   |   |

Surname

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Preferred title  | Mr  | Mrs  | Ms  | Miss  | Male  |   | Female  |   | (Please tick)  |  |
| Home address  |  | Postcode  |  |  |  |  |  |
|   |   |   |   |   |   |   |

Home tel.

|  |  |  |  |  |  |  |  |  |
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Email National Insurance No.

# SECTION 2 - PRESENT POST

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Status

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|   |

Place of employment

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| D  | D  |  | M  | M  |  | Y  | Y  | Current salary  |   |

Date of appointment

# SECTION 3 - EDUCATION

|  |  |  |
| --- | --- | --- |
| Secondary school(s) attended  | Date from  | Date to  |
|   |   |   |
|   |   |   |
| Qualifications gained from 16  |  | Grades  |
|   |  |   |
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|   |  |   |
| University and class of degree  | Degree qualifications (or equivalent)  |
|   |   |
|   |   |
| Other professional qualifications and/or training completed  | Dates  |
|   |   |
|   |   |
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| **SECTION 4 - PREVIOUS EMPLOYMENT**  | Please indicate details of previous posts, dates of employment in chronological order and salary  |
| Details of previous posts  | Date from  | Date to  | Salary  |
|   |   |   |   |
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**SECTION 5 - PERSONAL HEALTH** List any absences lasting for more than two consecutive weeks for medical reasons in the last three years

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| **SECTION 6 - REFEREES**  | Please give two or three, one of whom should be your current employer where applicable  |
| Name  Address Tel. no.  |   |  |
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|   |   |   |   |   |   |   |

 Postcode  |
|  |   |   |   |   |   |   |   |   |   |   |   | Email  |
| Name  Address Tel. no.  |   |  |
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 Postcode  |
|  |   |   |   |   |   |   |   |   |   |   |   | Email  |
| Name  Address Tel. no.  |  |
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Postcode            Email  |

May we take up references prior to interview YES NO

# SECTION 7 - APPLICATION STATEMENT

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**STATUTORY INFORMATION**

This section should be completed by all applicants

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| --- | --- |
| **A.**  | **REHABILITATION OF OFFENDERS ACT 1974**  |
| Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 2001. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governors. All successful applicants will be subject to the CRB disclosure process, prior to taking up employment at the College. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal record is not necessarily a bar to employment.

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 Please state whether or not you are affected by the above statement, indicating Yes or No  If the answer is ‘Yes’, details should be given in a sealed envelope and enclosed with this application.  |
| **B.**  | **DISABILITY**  |
| The College wishes to encourage people with disabilities to apply for jobs. Do you have a disability as outlined in the Disability Discrimination Act 1995?

|  |  |  |
| --- | --- | --- |
|   |  No  |   |

 Yes In relation to any disability, do you have any particular requirements in order to attend for interview? If yes, please give details on a separate sheet.  |
| **SECTION 8 - RECRUITMENT INFORMATION**  | Where did you see this post advertised?  |
|   |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date  | D  | D  |  | M  | M  |  | Y  | Y  |

Applicant Signature

**FOR OFFICE USE ONLY**

Application Received

|  |  |
| --- | --- |
| Y  | Y  |
|  |  |
| Y  | Y  |
|  |  |
| Y  | Y  |
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| Y  | Y  |
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| Y  | Y  |
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| Y  | Y  |
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| Y  | Y  |

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Reference Requested Reference Received

Interview Date Time Confirmation of Attendance

Appointment Letter Sent Acceptance Received

Start Date