

Confidential Employment Application Form

You are requested to complete all relevant sections of the form in black ink. Please mark any section, which does not apply N/A. As part of the application process you are asked to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked not to send curriculum vitae, testimonials or other documents. You may attach additional relevant information on a separate sheet if there is no room for it on the form.

Title of post applied for:

Closing date:

PERSONAL DETAILS

Family name:

Previous family name(s):

Forename(s):

Title: Mr/Mrs/Miss/Ms/DR/other[please state]

Address:

Work Telephone:

Home Telephone:

Mobile:

Postcode:

*Date of birth:

Email:

National Insurance Number:

*Teacher Reference Number:

* To ask for date of birth is not discriminatory. This information is required to ensure correct identification of the candidate and follows guidance laid down for safeguarding children and safer recruitment in education.

* (Teaching staff applicants only)

CURRENT OR MOST RECENT POST

Employer's name:

Position held:

Address

Notice period:

Date appointed:

Date left (if applicable):

Postcode:

Reason for leaving (if applicable):

Salary (£):

Full/part time (if part time number of hours):

BRIEF DESCRIPTION OF DUTIES INDICATING LEVEL OF RESPONSIBILITY

SECONDARY AND FURTHER EDUCATION

Schools/Colleges attended		From	To

Level	Subject	Grades	Date

HIGHER EDUCATION - For degree(s) please specify whether Honours, Class and Division. For professional teaching qualifications, please state age range/subject(s)

Institution	From	To	Degree/course etc & study method	Date, Grade/Classification

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS/OTHER AWARDS

Name of Institute	Classification/Grade/award	Date obtained

TRAINING/RELEVANT EXPERIENCE – Please use this space to give details of any relevant training received that may or may not have lead to a qualification or any other experience including raising a family and voluntary work that you feel you may support your application. Please provide dates where applicable.

	Date		Date

EMPLOYMENT HISTORY – TEACHING RELATED in date order, most recent post first.

Employer's name and address	Position held	Salary (£)	F/T or P/T (give hours)	From DD/MM/YY	To DD/MM/YY

EMPLOYMENT HISTORY – NON TEACHING RELATED in date order, most recent post first.

Employer's name and address	Position held	Salary (£)	F/T or P/T (give hours)	From DD/MM/YY	To DD/MM/YY

REFERENCES - Please provide details of two referees, one of whom should be your current/most recent employer. We will apply for your references prior to interview unless you indicate [below] to the contrary.

Name, address, email and telephone number	Position	May we contact now? Yes/No
1.		
2.		

EMPLOYMENT CHECKS

- ☐ Disclosure and Barring Service [DBS] – this post requires an enhanced criminal background check via the DBS; any offer of appointment is subject to satisfactory clearance.
- ☐ Barred List and Prohibition List
- ☐ The nature of the work you are applying for means that this job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and its supporting regulations. This means you are NOT entitled to withhold information about convictions which for other purposes are 'spent' under the Act. Successful candidates who fail to disclose information concerning such convictions may be dismissed or subject to disciplinary action. Have you ever been convicted of any criminal offence? Yes/No. If yes, please give details of the conviction[s] and the date[s] on a separate sheet and place it in a sealed envelope marked 'Private and Confidential' F.A.O. the HR Director.
- ☐ Medical Clearance – successful candidates will be expected to complete a Medical Declaration Form and any offer of appointment will be subject to receipt of a satisfactory medical report.
- ☐ Successful candidates will be asked to provide evidence that they are eligible to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

MISCELLANEOUS

Are you related to any member of the College staff? YES NO	Do you hold a full UK Driving Licence? YES NO
Have you previously applied for employment with the College? YES NO	
If yes, please state who and nature of relationship	If yes, please give details of post(s) and date(s)
If you do not have permanent residence, do you require a work permit? YES NO	
Where did you see the advertisement? (please delete as applicable) College Website, On-line job pages (please specify), Newspaper or Magazine	
Have you a disability of which you would like the College to be aware? YES NO The reason for asking this question is that the College takes positive action in supporting disabled people into employment, it offers guaranteed interviews to disabled people who meet the minimum criteria for a specific job vacancy.	
Do you have any special requirements for attending an interview? YES NO If yes, please provide details	

DATA PROTECTION ACT

I understand that, if I am appointed, personal information about me will be stored on computer for personal/administrative purposes, including analysis for management purposes and statutory returns.

I certify that to the best of my knowledge, the details provided by me on this form are correct.

Signature Date

Please return this form to the HR Director at the college

Equal Opportunities in Employment Recruitment Monitoring

Richard Huish College is committed to a policy of equal opportunities in employment. Our aim is to ensure that you and other applicants are not discriminated against on any of the following grounds: sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. To ensure our policy is implemented fully, we monitor applications for employment, from initial application through to final selection. The information on this form will be treated in confidence and used for monitoring purposes only. It will only be seen by staff assessing the effectiveness of the Equal Opportunities Policy and will not form part of any selection process.

What is your title?	Mr		Mrs		Miss		Ms	
Other [please specify]								

How do you describe your gender?	Male		Female	
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What is your marital status?	Single		Married		Divorced		Widowed		Civil Partnership	
Other [please specify]										

How would you describe your sexual Orientation?	Bisexual		Gay Man		Lesbian		Heterosexual		Prefer not to say	
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<p>Disability is defined by the Disability Discrimination Act as: A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last 12 months. Guaranteed Interview Scheme [GIS] Disabled applicants who meet the essential criteria and minimum standard will be interviewed.</p>				
Do you consider yourself to have a disability?	Yes		No	

How would you describe your religion or belief?											
Christian		Buddhist		Hindu		Jewish		Muslim		Sikh	
None		Other [please specify]					Prefer not to say				

How do you describe your ethnic origin? Please put a cross in one box in column A and one box in Column B

COLUMN A		
A		British or Mixed British
B		English
C		Irish
D		Scottish
E		Welsh
F		Or any other? [specify if you wish]
COLUMN B		
ASIAN		
A		Bangladeshi
B		Indian
C		Pakistani
D		Any other Asian background [specify if you wish]
BLACK		
E		African
F		Caribbean
G		Any other background [specify if you wish]
CHINESE		
H		Any Chinese background [specify if you wish]
MIXED ETHNIC BACKGROUND		
I		Asian and White
J		Black African and White
K		Black Caribbean and White
L		Any other mixed ethnic background [specify if you wish]
WHITE		
M		Any white background [specify if you wish]
ANY OTHER ETHNIC BACKGROUND		
N		Any other Ethnic background [specify if you wish]

PLEASE RETURN THIS FORM WITH YOUR APPLICATION DETAILS IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL'
ADDRESSED TO THE HR DIRECTOR