



APPLICATION FOR EMPLOYMENT

IMPORTANT: PLEASE ENSURE YOU COMPLETE ALL 12 SECTIONS.

1. VACANCY DETAILS

Application for the post of _____

2. PERSONAL DETAILS

Surname _____ First Names _____

Title (Mr., Mrs., Miss., Ms., etc.) _____ Date of Birth _____
(Optional)

Address _____ Telephone: _____

_____ Mobile: _____

_____ Post Code _____ Email: _____

If your application is successful you will be required to produce documentary evidence of your right to reside and work in the UK under the terms of the Asylum and Nationality Act 2006.

3. EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING

Give details of secondary, further and higher education, together with details of examinations passed.

Institution	Full or Part Time	Examination Successes and Qualifications gained

FOR OFFICE USE ONLY

Application Received	Interview Date/Time	Appointed	Start Date

4. PERSONAL DEVELOPMENT

Give details of short courses attended and/or professional memberships obtained/achieved.

5. EMPLOYMENT HISTORY

The College is committed to safeguarding and promoting the welfare of children and young people and therefore requires applicants to provide a continuous record of employment history with the reasons for gaps identified.

EMPLOYER	DATES		F/T P/T	NATURE OF DUTIES
	From	To		

6. SUMMARY OF PRESENT OR LAST EMPLOYMENT

Name: _____

Address: _____

Post Designation: _____

Commencement Date: _____ Salary: _____

Finishing date if 'last' employment _____

Please give below an outline of your duties and the reason why you wish to apply for this post. Should you wish to elaborate further, please attach a separate sheet of paper.

7. REFERENCES

THIS SHOULD BE YOUR PRESENT EMPLOYER*

A confidential enquiry will be made to this referee **prior to interview** should you be short-listed.

Please give employer's details below.

*IF NOT EMPLOYED - LAST EMPLOYER

Do you have any objection to this: Yes No

Name _____

Address _____

Telephone _____

Email _____

The name and address of one other person to whom reference can be made as to your suitability for this post. This enquiry will be made prior to your interview.

Name _____

Address _____

Telephone _____

Email _____

8. DATE OF COMMENCEMENT

Please specify the earliest date on which you think you could take up the post _____ if successful at interview.

9. REHABILITATION OF OFFENDERS ACT 1974

Posts at this College are exempt from the provisions of the Rehabilitation of Offenders Act 1974. **You are therefore required to declare details of spent and unspent convictions, cautions, reprimands and final warnings.** If your application is successful you will be required to apply for an Enhanced disclosure from the Criminal Records Bureau before your appointment is confirmed. This Disclosure will include the above plus any other relevant non-conviction information known to the local Police.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position you have applied for and the circumstances and background to your offence.

The College has a written policy on the recruitment of ex offenders. A copy is available from the Personnel Office.

Attached to this application form is an Equal Opportunities in Employment Form. You must declare any convictions on this form. The information is not made available to those involved in the shortlisting process.

10. DATA PROTECTION ACT 1998

The College retains this application form on file for a period of 6 months from application so that we may monitor our recruitment process.

If you do not want us to do this, please indicate by ticking this box.

11. WHERE DID YOU SEE THIS POST ADVERTISED? _____

If a website - please specify.

12. DECLARATION

I certify that the information given in this application is true.

Signed _____ Dated _____

Your application form should be returned to The Personnel Office, Telford College of Arts & Technology, Haybridge Road, Wellington, Telford, TF1 2NP.

EQUAL OPPORTUNITIES IN EMPLOYMENT

THIS INFORMATION IS SEPARATE FROM YOUR APPLICATION FORM, IT IS NOT SEEN BY ANYONE INVOLVED IN THE SELECTION PROCESS AND IS STRICTLY CONFIDENTIAL.

Surname _____ First Name _____

Post Applied For _____

1. REHABILITATION OF OFFENDERS ACT 1974

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Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position you have applied for and the circumstances and background to your offence.

The College has a written policy on the recruitment of ex offenders. A copy is available from the Personnel Office.

Please disclose below details and dates of spent and unspent convictions, cautions, reprimands and final warnings given by the Police/Courts.

2. GENDER

Male

Female

3. ETHNIC BACKGROUND

To which ethnic group do you think you belong?

Please indicate the Ethnic Group to which you think you belong by ticking the appropriate box:

Asian/Asian British-Bangladeshi	<input type="checkbox"/>	Black/Black British-Caribbean	<input type="checkbox"/>	Mixed White/Black African	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>
Asian/Asian British-Indian	<input type="checkbox"/>	Black/Black British-other	<input type="checkbox"/>	Mixed White/Black Caribbean	<input type="checkbox"/>	White - other	<input type="checkbox"/>
Asian/Asian British-Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Mixed other	<input type="checkbox"/>	Any other	<input type="checkbox"/>
Asian/Asian British-Other	<input type="checkbox"/>	Mixed white Asian	<input type="checkbox"/>	White - British	<input type="checkbox"/>		
Asian/Asian British-African	<input type="checkbox"/>						

4. DISABILITY DISCRIMINATION ACT

The Disability Discrimination Act 1995 has redefined "disability" and "disabled person" to refer to any person having a ***physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.***

Under this definition do you consider yourself to be disabled?

YES

NO

Please give details of any adjustments that the College would need to make to help you for the purposes of

(a) The job _____

(b) The interview _____

Signed _____ Dated _____

Telford College is committed to a policy of Equal Opportunities for all and it is our aim to ensure that you are not discriminated against on any grounds. In order to measure the policy's effectiveness we need to collect information on people who apply for our jobs.

Thank you for your co-operation in completing this form.