

## Application for Employment

Please read the Applicant Guidance Notes before completing this form.



Application for the post of:

Job reference number:

Please use BLOCK CAPITALS.

### Personal Details

Forename(s)

Surname

Title

Any previous name

Home Address

Postcode

Date of Birth

Telephone (home)

Telephone (mobile)

Email Address

N.I. Number

Do you have a full driving licence?

YES YES NO NO

IfL Number

DES / DFE Number

### Declaration

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Due to the nature of the establishment to which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and you are required to disclose details of any criminal convictions, including those regarded as 'spent'.

Do you have any convictions, cautions, reprimands or warnings?  
? YES ☐ NO ☐

If YES, you should send the details with your application in a sealed envelope, for the attention of the HR Manager, marked 'Private and Confidential'. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Any appointment is subject to an Enhanced Disclosure from the Criminal Records Bureau, proof of eligibility to work in the UK, verification of qualifications, medical clearance and two employment references that the College deems to be satisfactory and in line with legislation for Safer Recruitment in Education. No formal start date can be agreed until these pre-employment checks are completed satisfactorily.

To the best of my knowledge the information on this form is correct and complete. I agree to the conditions listed above and I confirm that I am not disqualified from work with children or subject to sanctions imposed by a regulatory body. I confirm that I am not on the ISA's barring 'Children's List' or 'Vulnerable Adults' list. I understand that providing false or misleading information or making omissions may disqualify me from employment and render me liable for instant dismissal and possible referral to the police

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR MONITORING PURPOSES ONLY**

**We are required to report on our staff profile by law and for this reason it would be helpful if you could complete the following page. Information collected on the first and second pages of this application form will be treated as strictly confidential and will not be made available to members of the selection panel.**

We are committed to the active pursuit of an equality and diversity policy which addresses the need and right of everyone in College to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experience is valued. We aim to ensure that all staff and students whether existing or potential receive fair treatment when applying to, or working as members of the College, and to counter any attitudes and behaviour which deny opportunities to people simply or primarily because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, gender or sexuality.

**Gender Identity (Please tick the gender which you most identify with)**

I am: Male ☐ Female ☐

Is your gender identity the same as the gender you were assigned at birth? Yes ☐ No ☐

**Marital Status**

I am: Single / Widowed / Divorced ☐ Married / Civil Partnership ☐

**Ethnicity (Please tick the box which best describes your ethnic origin)**

White <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Black - Caribbean <input type="checkbox"/>
Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	Black – Other (please state below) <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Black - African <input type="checkbox"/>	Other (please state below) <input type="checkbox"/>

**Disability and Health**

Accrington & Rossendale College holds the Positive about Disabled People 'Two Ticks' symbol and guarantees an interview to disabled people who meet the essential criteria for the post. The College will seek to make all reasonable adjustments if the interview or employment arrangements substantially disadvantage a disabled applicant or employee. If you wish to disclose a disability, please describe below:

Please supply details of any medical condition that you currently have, or have had in the past that may affect you in the post for which you are applying, including any reasonable adjustments you may consider relevant to the post:

Please provide details of any time lost from work due to illness or medical disorder over the past 3 years:

Date	Length of Absence	Absence Reason

**Sexual Orientation (Please tick the box which best describes your sexual orientation)**

Bisexual <input type="checkbox"/>	Gay Man <input type="checkbox"/>	Gay Woman / Lesbian <input type="checkbox"/>
Heterosexual / Straight <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

**Religion or Belief (Please tick the group you most identify with)**

Baha'i <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>
Hindu <input type="checkbox"/>	Jain <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	None <input type="checkbox"/>
Other (please state) <input type="checkbox"/>	_____	

### A. Current / Last Employment

Job Title

Current / Last Employer Name

Address

Postcode

Brief Description of Duties

Start Date

Notice Period

Salary

What is your reason for leaving?

### B. Employment History – Commercial / Industrial Experience (See below for Teaching Experience)

Please supply details of all previous employment since leaving secondary education, whether or not it is related to the post for which you are applying. Please start with the most recent and continue on a clearly labelled separate sheet if necessary.

Employer	From (Date)	To (Date)	Job Title & Brief Outline of Duties (Please include your reason for leaving)

### C. Employment History – Teaching Experience

Please supply details of all previous employment since leaving secondary education, whether or not it is related to the post for which you are applying. Please start with the most recent and continue on a clearly labelled separate sheet if necessary.

Employer	From (Date)	To (Date)	Job Title & Brief Outline of Duties (Please include whether Full or Part Time and your reason for leaving)

### D. Breaks In Employment / Periods Not Accounted For Above

Please give details of any gaps in your employment history since leaving secondary education.

### E. Education & Qualifications

Please supply details of all formal qualifications, starting with the most recent.

Dates (MM/YY)		Establishment / Awarding Body	Subject	Level (e.g. A Level)	Grade
From	To				

### F. Training

Please provide details of any other training or development that you have undertaken not previously covered, starting with the most recent. You should include short courses, on-the-job training, personal interest course etc.

Dates (MM/YY)		Course Title	Awarding Body / Provider
From	To		

### G. Membership of Professional Bodies

Please give details of any professional bodies or associations to which you belong. For teaching/assessing posts, please include whether you have QTLS or ATLS status or if are working towards it.

## H. Letter of Application

You are asked to submit a separate supporting letter of application, which should detail how your qualifications, skills and experience match the criteria outlined in the person specification. You may also include any other information that you feel would support your application. This may include interests or skills and experience gained outside the working environment. *Guidance notes* have been included in your application pack to help you with this. Please be aware that CVs will not be considered as part of the recruitment process.

## I. Referees

Please supply the names of two people who can be contacted to supply a reference. These should be people who can supply a work reference and at least one should be your current employer, or last employer if unemployed. If you have previously worked with children, one reference should be from that employer. We are required to ask referees about any disciplinary offences relating to children and any child protection concerns. References cannot be accepted from relatives or people writing as friends. **The College will seek references for shortlisted candidates prior to interview.**

Full Name	Full Name
Job Title	Job Title
Company	Company
Address	Address
Postcode	Postcode
Email	Email
Telephone	Telephone
Please tell us in what capacity this person is supplying a reference, e.g. Line Manager, HR etc _____	

## J. Other Details

If you are related to any members of the Accrington & Rossendale College Corporation (i.e. Governors and/or staff), please give details below:

Please return completed application forms to:  
HR Team, Accrington & Rossendale College, Broad Oak Road, Accrington, BB5 2AW.