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| **Vacancy** | |
| **Post Applied For** |  |
| **Please state the source of your application** | Choose an item. |

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| **Personal Details** | | | | |
| **Title** | Choose an item. | | | |
| **Surname** |  | | | |
| **First Name** |  | | | |
| **Home Address** |  | | | |
| **Contact Number** | Mobile       Home | | | |
| **Email Address** |  | | | |
| **National Insurance** |  | | | |
| **Teachers Reference Number** |  | | | |
| **Next of Kin** | | | | |
| **Name** |  | Relation |  | |
| **Contact Number** |  | | | |
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| **Relationships** | | | | |
| **Have you previously been employed or engaged with Highbury/Portsmouth College?** | | | |  |
| **Are you related to a current member of Highbury/Portsmouth College staff?** | | | |  |
| **If yes to either of the questions, please give details** | | | | |

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| **Entitlement to Employment**  If your application progresses to interview you will be required to bring proof of Birth Certificate, Passport or any other documentation which proves your right to work in the UK. Only original documents will be required. | | |
| **Are you a British Citizen or EU National?** | Choose an item. | |
| **If no, please select the following statements which applies to you:** | | |
| **I have unrestricted leave to work in the UK** | |  |
| **I am an overseas student or visitor with evidence of entitlement to work in the UK** | |  |
| **I am subject to Work Permit provisions** | |  |

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| **Disability Details** | |
| Do you consider yourself to have a disability? |  |
| Do you have any requirements in order to attend an interview? |  |
| **If yes to either question, please state reasonable adjustments we can make to assist in your application**    *Successful applicants will be required to complete a detailed medical assessment and may be required to attend a meeting with the Occupational Health Advisor.* | |

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| **Disclosure of Criminal Convictions**  We welcome all applications and if you have a criminal conviction this will not necessarily bar you from consideration for employment. All employees are required to complete an Enhanced Disclosure from the Disclosure & Barring Service prior to their start date. If you fail to disclose any criminal offences it could lead to your application being rejected or, if you have been appointed, to dismissal.  The job you are applying for is exempted under the Rehabilitation of Offenders Act 1974 (Exemptions 1975). Therefore, it is necessary for you to disclose any criminal convictions (including cautions) even if they would otherwise be spent. | |
| **Have you ever been convicted of any criminal offences?** | Choose an item. |
| **Have you ever received a caution?** | Choose an item. |
| **Are you aware of any ongoing investigations being made against yourself?** | Choose an item. |
| **If you answered yes to any of the both, please provide detail** | |

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| **Privacy Notice** | |
| The information provided by you and third parties (such as referees) to process your application and potentially your future employment. All such information will be held securely and processed in accordance with the Data Protection Act. You can learn more about our Privacy Notice by reading the attachment on the job advert. | |
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| **For Teaching Posts Only** | |
| Are you a qualified teacher? | Choose an item. |
| Teacher Reference Number |  |
| Do you have Qualified Teacher Status? | Choose an item. |
| Main teaching subjects offered |  |

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| **Education**  **Please list all qualifications obtained**  *(O Levels, GCSE, NVQ, City & Guilds, Degree’s, Diplomas, Professional and Teaching Qualifications etc)* | | | |
| **Establishment** | **Year Obtained** | **Course/Subject** | **Qualification/Grade** |
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| **Membership of Professional Bodies**  Please give details of any Professional Bodies and Level of Membership: |
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| **Employment History** | |
| **Current Employment** | |
| Employer | Position |
| Employed from | Address |
| Current Salary | Notice Period |
| Brief description of duties: | |

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| **Previous Employment** | | | | |
| **Employer** | **Position** | **Dates**  *(From – To)* | **Final Salary** | **Reason for Leaving** |
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| **If you have any gaps in your employment, please explore them here:** | | | | |

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| **References**  All staff appointed must obtain two satisfactory references prior to starting. One reference must be from your current or most recent employer. Relatives must not be named as referees. Personal referees must only be named when there is no previous employer. | |
| **Reference 1 -** | |
| Name |  |
| Job Title |  |
| Company Name |  |
| Email Address |  |
| May we approach this referee is shortlisted? | |
| **Reference 2** | |
| Name |  |
| Job Title |  |
| Company Name |  |
| Email Address |  |
| May we approach this referee is shortlisted? | |

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| **Personal Statement**  Please use this section to explain your skills, knowledge and experience in relation to the essential and desirable criteria outlined in the person specification. |
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| **Declaration**  I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | |
| **Signed:** | **Date:** |

**Private & Confidential**

**City of Portsmouth College is committed to the equality of opportunity for all potential and existing staff. We welcome applicants of all backgrounds and to help us monitor the effectiveness of our Equality and Diversity Policy we ask that ALL applicants complete this form.**

**This form will not be viewed as part of the selection process. Once the recruitment process is completed we will store this information for 12 months. If you are successful in post this information will be added to your personal record.**

**All information supplied will be treated as confidential. The data will be used to monitor our equality and diversity through the recruitment process.**

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| **Personal Details** | |
| **Surname** |  |
| **First Name** |  |
| **Post Applied For** |  |
| **Date of Birth** |  |
| **Gender** | Choose an item. |
| **Marital Status** | Choose an item. |
| **Sexual Orientation** | Choose an item. |
| **Religious Belief** | Choose an item. |

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| **Ethnicity Group** | | |
| **White:**  British  Irish  Other | **Black or Black British:**  Black Caribbean  Black African  Other | **Chinese/Other**  Chinese  Other |
| **Mixed Race:**  White & Black Caribbean  White & Black African  White & Asian  Other | **Asian or Asian British:**  Indian  Bangladeshi  Pakistani  Other | If other, please specify:    Prefer not to say |

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| **Disability & Health** | |
| **Do you have a disability or long term health condition?** | Choose an item. |
| **Will your disability/condition require reasonable adjustment?** | Choose an item. |
| **If yes, please state your reasonable adjustment** | |