**JOB APPLICATION FORM**

Please complete all sections and return your completed application form by email to [**hr@ieg.ac.uk**](mailto:hr@ieg.ac.uk), or by post to: **Human Resources Department, Park Crescent, Peterborough, Cambridgeshire, PE1 4DZ** (for roles based at Peterborough College or University Centre Peterborough), or **Human Resources Department, Drift Road, Stamford, Lincolnshire, PE9 1XA** (for roles based at Stamford College).

For further information, please call 01733 762222 (Peterborough College) or 01780 484342 (Stamford College), or visit our website [**https://ieg.ac.uk/work-for-us/**](https://ieg.ac.uk/work-for-us/)

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vacancy Applied for |  | | | | |
| Please indicate below which campus this role is based at (please tick) | | | | | |
| Stamford |  | Peterborough |  | University Centre Peterborough |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you related to anyone who currently works for IEG? (please tick) | | | | | |
| Yes |  | No |  | If yes, please specify |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please indicate below how you found out about this vacancy? (please tick) | | | | | | | |
| College Website |  | Indeed |  | Friend |  | Other |  |
| If other, please specify |  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| Preferred Title  (Dr/Mr/Mrs/Ms) |  | | |
| Surname |  | Forename(s) |  |
| Contact Telephone Number |  | | |
| Email Address |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRESENT/LAST EMPLOYMENT** | | | | | |
| Job Title |  | | Full/Part Time | |  |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Please briefly explain your main duties and responsibilities | | | | | |
|  | | | | | |
| Start Date |  | | End Date (if applicable) | |  |
| Current Salary and Benefits |  | | Notice Period | |  |
| Reason for Leaving |  | | | | |
| **PREVIOUS EMPLOYMENT DETAILS – Please provide a full career history, including any voluntary work, starting with the most recent. Please explain any gaps in employment history.** | | | | | |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Start Date |  | End Date | |  | |
| Position Held |  | Reason for Leaving | |  | |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Start Date |  | End Date | |  | |
| Position Held |  | Reason for Leaving | |  | |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Start Date |  | End Date | |  | |
| Position Held |  | Reason for Leaving | |  | |
| Please add more boxes if necessary | | | | | |

|  |
| --- |
| **ESSENTIAL CRITERIA** |
| QUALIFICATIONS – How do you meet the essential qualifications on the person specification? |
|  |
| EXPERIENCE – How does your experience meet the essential criteria on the person specification? |
|  |
| SKILLS – How do your skills meet the essential criteria on the person specification? |
|  |
| KNOWLEDGE – How does your knowledge meet the essential criteria on the person specification? |
|  |
| **DESIRABLE CRITERIA** |
| QUALIFICATIONS |
|  |
| EXPERIENCE |
|  |
| SKILLS |
|  |
| KNOWLEDGE |
|  |
| **ANY FURTHER SUPPORTING EVIDENCE?** |
| Please write any information that you think will support your application. We are looking for evidence that you have the experience and expertise required to perform the role that you are applying for. Please give brief examples where necessary. |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION AND QUALIFICATIONS** | | | | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | | Date To |  | Date of Award |  |
| Awarding Body | | |  | | | | | |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Date of Award |  |
| Awarding Body | | |  | | | | | |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Date of Award |  |
| Awarding Body | | |  | | | | | |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University/ Awarding Body | |  | | | | | | |
| Date From |  | | | Date To | |  | Date of Award |  |
| Awarding Body | | |  | | | | | |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Date of Award |  |
| Qualifications Gained – including grades & Awarding Body | | |  | | | | | |
| Please add more boxes if necessary | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body |  | | |
| Membership/Grade |  | Date From |  |
| Professional Body |  | | |
| Membership/Grade |  | Date From |  |
| Please add more boxes if necessary | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)** | | | | | |
| Please provide details on CPD you have completed within the last 2 years. | | | | | |
|  | | | | | |
| **FOR LECTURING VACANCIES ONLY** | | | | | |
| TEACHING QUALIFICATIONS | | | | | |
| College/University |  | | | | |
| Date From |  | Date To |  | Full time/ Part time |  |
| Awarding Body |  |  |  | Date of Award |  |
| Qualification Gained – including grade |  | | | | |
| College/University |  | | | | |
| Date From |  | Date To |  | Full time/ Part time |  |
| Awarding Body |  |  |  | Date of Award |  |
| Qualification Gained – including grade |  | | | | |
| College/University/ |  | | | | |
| Date From |  | Date To |  | Full time/ Part time |  |
| Awarding Body |  |  |  | Date of Award |  |
| Qualification Gained – including grade |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** | | | |
| In line with the DfES requirements for Safeguarding Children and Safer Recruitment in Education, please provide details of minimum two referees, one of whom should be your present/most recent employer for the last 3 years. | | | |
|  | | | |
| Please tick one of the below options to let us know if we can approach the referees before you have been offered the role | | | |
| Yes |  | No |  |
|  | | | |
| **Referee 1** | | **Referee 2** | |
| Full Name |  | Full Name |  |
| Position |  | Position |  |
| Company |  | Company |  |
| Address  Postcode |  | Address  Postcode |  |
| Email |  | Email |  |
| Telephone Number |  | Telephone Number |  |
| **Referee 3** | | **Referee 4** | |
| Full Name |  | Full Name |  |
| Position |  | Position |  |
| Company |  | Company |  |
| Address  Postcode |  | Address  Postcode |  |
| Email |  | Email |  |
| Telephone Number |  | Telephone Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability** | | | |
| The organisation’s policy is to offer an interview to all applicants with a disability (as defined by the Disability Discrimination Act 1995) who meet the essential criteria for the post.  Definition of Disability:  A person who has 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. Source: Disability Discrimination Act 1995 | | | |
| Do you consider yourself to have a disability? | | Yes | No |
| If yes, please specify the nature of the disability |  | | |

|  |  |
| --- | --- |
| Are there any special arrangements that need to be made for the purposes of | |
| Interview (please specify) |  |
| At Work (please specify) |  |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974/DISCLOSURE AND BARRING SERVICE** |
| Inspire Education Group (IEG) are an educational establishment providing education to children and adults in a regulated capacity. The Colleges need to assess your suitability for the position you are applying for and are entitled to ask questions about your criminal record.  It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. |
|  |
| **DECLARATION** |
| The above constitutes a serious application for the advertised post.    To the best of my knowledge, the information supplied is complete and correct and I understand that any engagement offered is subject to the College’s regulations.    I understand that candidates from overseas are only eligible for appointment if their employment in this country is free from all restrictions.  If appointed, I am not aware of any legal impediment which would disqualify me; and  I realise that the College reserves the right to seek verification of the information provided.  DATA PROTECTION ACT 1998  Information on this form may be held on a computer. Strict confidentiality will be observed and disclosures will only be made for payroll and HR administration purposes. I hereby give my consent to IEG recording and processing sensitive information in the following categories: Ethnicity, Disability, Criminal Records and Health. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR HR USE ONLY** | | | |
| Post Ref |  | Candidate Number |  |