

Application for Employment

Guidance notes to help complete this application form are included in your application pack. Please complete the application form fully, as it will be used to shortlist applicants against the person specification.

CVs and letters will not be seen by the recruiting panel. Criminal convictions, references and equal opportunities information will be detached and retained by Human Resources, and will not be seen by the recruiting panel. The personal details page will not be seen by the recruiting panel at the short listing stage, but will be made available to them at interview. This information will be held in accordance with the Data Protection Act 1998.

Please submit this form to:

Northampton College, Booth Lane, Northampton, NN3 3RF

Contact us:

Tel: 01604 734039 (Recruitment Line – Answer Phone)

Fax: 01604 734317

Web address: www.northamptoncollege.ac.uk

E-mail: recruitment@northamptoncollege.ac.uk

Please contact us if you require any assistance in completing this form

For our use only

Post ref:

Candidate number:



Personal details

Post applied for: Post Ref:

1 Surname:

2 First Name(s):

Previous Surname: (e.g. maiden name, deed poll)

Preferred title:
 (Dr/Mr/Mrs/Miss/Ms/etc.)

3 Address:

Postcode:

4 Telephone No.:
Home:
Work:
Mobile:

5 E-mail Address:

6 Do you require a permit/visa to work in the UK? Yes No

7 Are you related to any member of the college Governing Body or employee?
Yes No If yes, please specify:

8 How did you find out about this vacancy?
Newspaper (please specify) Internal e-mail
(please tick) (please tick)
College website Other
(please tick) (please specify)

9 Please specify any dates you would be unable to attend an interview:

10 Data Protection Act (1998)
Under the Data Protection Act (1998), the personal data you provide will be confidentially and securely held in manual and electronic formats and used for:
(i) the purposes of the recruitment and selection process.
(ii) to enable the college to monitor the effectiveness of current policies and assist with statistical returns.

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Candidate number:



Personal Development

12 Training and Development

Include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

| Course | Outcome |
|--------|---------|
| | |
| | |
| | |
| | |
| | |

13 Current Membership and Grade/Level of Professional Associations

| Grade/Level | Association |
|-------------|-------------|
| | |
| | |
| | |
| | |
| | |

14 Brief details of any publications, research and training courses undertaken

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Candidate number:



Teaching/Assessing

15 APPLICABLE TO TEACHING, TRAINING AND ASSESSING POSTS ONLY

From September 2007, all teaching staff are required to have a teaching qualification, or be working towards one

Do you have a degree?

Yes No

What is your IfL membership number?

Do you have a teaching qualification or one that leads to QTS/QTLS/ATLS?

Yes No

If yes, is this in:

Primary

Secondary

Further Education

What are your teaching qualifications? (please mark appropriate boxes)

PTLLS CTLLS DTLLS PGCE Cert. Ed FAETEC (FE)

C&G 7407 Stage 1 C&G 7407 Stage 2 C&G 7407 Stage 3 Other

Please describe other category:

If you are studying for a teaching qualification please state the qualification and expected date of attainment.

Date: mm/yyyy

Teaching experience: please indicate level and/or responsibility points, etc.

Date started teaching mm/yyyy

Do you have experience of teaching Basic/Key Skills?

Yes No

If yes, please state qualification/area. e.g. IT/Communication/Application of Numbers

Are you qualified to teach students with disabilities and learning difficulties (SLDD)? Yes No

What are your assessor/verification qualifications? (please mark appropriate boxes)

D32/33 D34 D35 D36

A1 V1 V2

If you are studying for an assessor/verifier qualification please state the qualification and expected date of attainment.

Date: mm/yyyy

Do you have experience of assessing/training in a commercial environment?

Yes No

What languages are you fluent in, other than English?

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Post ref:

Candidate number:



Work History

16 Present/most recent employment

Job title:

Dates of employment:

From: mm/yyyy To: mm/yyyy

Name of employer:

Address:

Salary:

Period of notice required:

Main duties and responsibilities:

Reason for leaving/wishing to leave:

For our use only

Post ref:

Candidate number:



Work History continued

17 Employment History

Please give details of all jobs held including part-time and voluntary work, within the last 5 years, starting with your most recent (please continue on a separate sheet if necessary):

| | | | |
|--|---|--------------|--------------------------|
| Job title _____ | | | |
| Name of employer _____ | Dates of employment: From: mm/yyyy To: mm/yyyy | Salary _____ | Reason for leaving _____ |
| Main duties and responsibilities _____ | | | |

| | | | |
|--|---|--------------|--------------------------|
| Job title _____ | | | |
| Name of employer _____ | Dates of employment: From: mm/yyyy To: mm/yyyy | Salary _____ | Reason for leaving _____ |
| Main duties and responsibilities _____ | | | |

| | | | |
|--|---|--------------|--------------------------|
| Job title _____ | | | |
| Name of employer _____ | Dates of employment: From: mm/yyyy To: mm/yyyy | Salary _____ | Reason for leaving _____ |
| Main duties and responsibilities _____ | | | |

For our use only

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Candidate number:



Experience

18 Experience:

You are invited to add below further relevant information in support of your application. Please refer to the Person Specification and describe how you meet the criteria, ideally by giving brief examples. (Please continue on a separate sheet if necessary.)

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Candidate number:



References

19 Please indicate 2 people who can provide references – one of whom should be your present or most recent employer, the second should be the next most recent employer. If you have not worked due to being in education, then please provide names of your tutors.

Name: _____

Address: _____

Job Title: _____

Capacity in which known: _____

Telephone: _____

Do you give permission to take up references prior to an offer of employment being made?
 (please tick) Yes No

Name: _____

Address: _____

Job Title: _____

Capacity in which known: _____

Telephone: _____

Do you give permission to take up references prior to an offer of employment being made?
 (please tick) Yes No

20 Please state if your referees have known you by another name:

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Equal Opportunities

21 Equal Opportunities Monitoring

Northampton College is committed as part of its Diversity and Inclusion Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, religion, religious belief, nationality, ethnic or national origins, disability, sex, sexual orientation, age or marital status or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. This procedure is regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of their merits and abilities.

One means of monitoring recruitment practice is by analysing data obtained from applicants for employment within the College. Your co-operation in providing the information on the Equal Opportunities monitoring form will be appreciated. Please be assured it will be treated confidentially and will contribute to the development of the future recruitment practices aimed at equality.

This monitoring information will be separated from your application form and will play no part in the short-listing and selection process.

Should your application be successful the monitoring information will be transferred to your personal record to enable the college to monitor employees' progress within the organisation.

Name: Date of birth:

Gender: Male Female Unknown Prefer not to say

Sexual orientation: Heterosexual Bisexual Gay Lesbian Prefer not to say

Marital status: Single Married Partnered Widowed Divorced Unknown

Disabilities:

Interview guarantee policy for disabled applicants who meet the essential criteria.

The College 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.

If you feel that you have a substantial disability, which is likely to last for 12 months or longer please tick an appropriate yes box, alternatively please tick one of the other boxes.

Yes - prefer not to say Yes - Learning difficulty Prefer not to say
 Yes - Physical impairment Yes - Mental ill health No Unknown

If you have ticked a yes box, are there any arrangements that you would like us to make if you are shortlisted for interview?

For further information please contact Human Resources on 01604 734316. Thank you for your assistance.

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Post ref:

Candidate number:



Equal Opportunities

23 Equal Opportunities Monitoring - continued

Religion/Belief: Atheist/Non believer Buddhist Christian Hindu
 Islam/Muslim Judaism Sikhism No religion Other

Nationality: (please tick the box that describes your nationality)

| | | | |
|------------------------------------|---|------------------------------------|---|
| African <input type="checkbox"/> | American <input type="checkbox"/> | Arabic <input type="checkbox"/> | Australian <input type="checkbox"/> |
| Austrian <input type="checkbox"/> | Bangladeshi <input type="checkbox"/> | Belgian <input type="checkbox"/> | British <input type="checkbox"/> |
| Bulgarian <input type="checkbox"/> | Canadian <input type="checkbox"/> | Caribbean <input type="checkbox"/> | Chinese <input type="checkbox"/> |
| Cypriot <input type="checkbox"/> | Czech Republic <input type="checkbox"/> | Dutch <input type="checkbox"/> | Estonian <input type="checkbox"/> |
| Finnish <input type="checkbox"/> | French <input type="checkbox"/> | German <input type="checkbox"/> | Ghanaian <input type="checkbox"/> |
| Greek <input type="checkbox"/> | Hungarian <input type="checkbox"/> | Icelandic <input type="checkbox"/> | Indian <input type="checkbox"/> |
| Irish <input type="checkbox"/> | Italian <input type="checkbox"/> | Kenyan <input type="checkbox"/> | Latin American <input type="checkbox"/> |
| Latvian <input type="checkbox"/> | Lithuanian <input type="checkbox"/> | Maltese <input type="checkbox"/> | New Zealand <input type="checkbox"/> |
| Norwegian <input type="checkbox"/> | Pakistani <input type="checkbox"/> | Polish <input type="checkbox"/> | Portuguese <input type="checkbox"/> |
| Slovakian <input type="checkbox"/> | Slovenian <input type="checkbox"/> | Spanish <input type="checkbox"/> | Swedish <input type="checkbox"/> |
| Unknown <input type="checkbox"/> | Other <input type="text"/> | | |

Ethnic background:

Asian or Asian British

Bangladeshi
 Indian
 Pakistani
 Other Asian background (please specify)

Black or Black British

African
 Caribbean
 Other black background (please specify)

Chinese

Chinese
 Another ethnic group (please specify)

Mixed

White and Asian
 White and Black African
 White and Black Caribbean
 Any other mixed background (please specify)

White

British
 Irish
 Other European (please specify)

 Other white background (please specify)

Prefer not to say Unknown

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Candidate number:

Declaration

24 Criminal convictions

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

We welcome applications from diverse candidates and if you disclose a conviction, this won't necessarily bar you from consideration for employment. Each case is looked at on its particular circumstances and background. For a copy of the Recruitment of Ex Offenders Policy, please go to www.northamptoncollege.ac.uk.

Some jobs at the College involve contact and access to children, or vulnerable adults who require special support. If this relates to the role that you are applying for, you'll be required under the Rehabilitation of Offenders Act 1974 to agree to a criminal record check, carried out by the Disclosure & Barring Service (DBS) before your appointment is confirmed. If you've been convicted of a criminal offence at any time, or have ever been given a caution, bind over order or final warning this will also be included on the DBS check even if 'spent'.

If this applies to you, please provide us with details. Please note that civil offences such as parking fines or speeding offences don't need to be disclosed.

If you disclose an offence, a member of the Human Resources department will contact you to gather the details surrounding the offence. Any mitigating circumstances will be taken into account, such as how long ago the offence was committed, your age, and circumstances at the time. We'll then decide if this has an impact on your ability to carry out the role you've applied for and whether it should be disclosed to the recruitment panel.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the police for any offence? Yes No

If yes, please complete the details below including any convictions and cautions, pending prosecutions, bind over orders, including the appropriate date, the offence and the court or police force that dealt with the offence.

If necessary, continue on an additional sheet.

| Approximate date | Offence | Conviction or pending prosecution | Court or police force dealing with offence | Spent or unspent |
|------------------|---------|-----------------------------------|--|------------------|
| | | | | |

I understand that the work I have applied for may be subject to a criminal record check from the Disclosure & Barring Service before an appointment is confirmed. I have read the notes above and I am aware that all convictions must be disclosed, if the post for which I am applying involves unsupervised access working with children under 18 years and/or vulnerable adults. I give my consent for the information to be shared with the Recruiting Manager and Human Resources.

Signature Date

Full name

Failure to disclose criminal offences could lead to either your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you have had any criminal convictions. If you would like to discuss this further, please contact Human Resources on 01604 734204.

As a registered body of the Disclosure & Barring Service, we follow their guidelines.

Should you require a copy, please go to www.homeoffice.gov.uk/agencies-public-bodies/dbs/

25 Declaration

I certify that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: Date:

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Post ref:

Candidate number:

