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

|  |
| --- |
| **Personal Details** |
| **Title** |       |
| **Surname** |       |
| **First Name** |       |
| **Contact Number** | Mobile       Home       |
| **Email Address** |       |

|  |
| --- |
| **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** |[ ]

|  |
| --- |
| **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** |

|  |
| --- |
| **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**      |

|  |
| --- |
| **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 |  |

|  |
| --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies** |
| Please give details of any Professional Bodies and Level of Membership: |
|  |

|  |
| --- |
| **Employment History** |
| **Current Employment** |
| Employer       | Position       |
| Employed from       | Address       |
| Current Salary       | Notice Period       |
| Brief description of duties:      |

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

|  |
| --- |
| **References** |
| References will be contacted prior to interview for candidates who have been shortlisted unless permission has not been given to contact  |
| **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? [ ]  |

|  |
| --- |
| **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. |
|  |
| **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:** |

|  |
| --- |
| **Privacy Notice** |
| The information provided by you and third parties (such as referees) is 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. |