## Application Form

**Private & Confidential**

Please complete **all** sections in **black** ink. Continue on blank paper if there is insufficient room. You may attach your curriculum vitae **IN ADDITION** to completing these sections, if you wish.

#### Section 1 – Personal Information (complete in Block Letters)

|  |  |
| --- | --- |
| **Application for the post of:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | Please select. | | |
| **Forename:** |  | **Surname:** |  |
| **Home Address:** |  | | |
|  |  | | |
|  |  | | |
| **Postcode:** |  | | |
| **Email address:** |  | | |
| **Preferred contact no:** |  | | |
| **National insurance no:** |  | | |
| **Do you have a current driving licence?** | | Choose an item. | |
| **If ‘yes’, is it clean?** | | Choose an item. | |
| **If ‘no’, please provide details of endorsements:** | |  | |
| **Have you ever been the subject of disciplinary proceedings?** | | Choose an item. | |
| **If ‘yes’, please provide details including dates:** | |  | |

**Disclosure of any Criminal Background of those with Access to Children and People with Disabilities**

* In accordance with current legislation and the policies of Portland College, an enhanced DBS Disclosure may be required, depending on the post applied for, to enable this application to be processed further.
* An applicant should not be discouraged to apply if they have a criminal record as this will not necessarily be a bar to obtaining a position at Portland College. Should you wish to discuss any specific details before completing this section of the form please contact Human Resources on 01623 499111 or email [work@portland.ac.uk](mailto:work@portland.ac.uk)
* Any matters revealed in disclosure information will be discussed with the person seeking the position before any conditional offer of employment is withdrawn. This will be with the HR Manager or a member of the Human Resources team. The detailed information provided in the disclosure will not be known to any employees of Portland College outside the Human Resources Department and will be stored and destroyed in line with College policy and procedure.
* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on filtering of these cautions and convictions can be found on the Disclosure and Barring Website.
* The DBS produce a Code of Practice to govern the procedures of all registered bodies. A copy is available on request.

|  |
| --- |
| **I agree/do not agree to a check being made with the Disclosure Barring Service to disclose the information requested.**  Do you have any cautions (including any final warnings or reprimands) or convictions which are not ‘protected’ as defined by the Exceptions Order 1975 (as amended by the 2013 Exceptions Order) to the Rehabilitation of Offenders Act 1974?  Are there any matters that may be relevant to your suitability to work for the College?  **Signature:** |

|  |  |
| --- | --- |
| **Have you previously worked for Portland College?** | Choose an item. |
| **If ‘yes’, please provide details including job titles and dates:** |  |
| **If offered this position, will you continue to work in any other capacity?** | Choose an item. |
| **If ‘yes’, please specify and include voluntary activities** |  |
| **On what date would you be available for work?** | Click or tap to enter a date. |

**Section 2 – Employment History**

Please provide details over the last **10 years**, including any unpaid or voluntary work, **listing present or most recent employer first**. Any gaps in employment dates should be explained. If you have any particularly relevant experience dating beyond the last 10 years please include this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from/to** | **Name and address of employer and type of business** | **Job title and brief description of main duties** | **Reason for leaving** |
|  |  |  |  |

**Section 3 – Education (Confirmation of qualifications is required)**

Please complete as applicable

**School**

|  |  |
| --- | --- |
| **Name and address of school** | **Examinations taken and results achieved** |
|  |  |

**Further Education**

|  |  |
| --- | --- |
| **Name and address of College/University** | **Examinations taken and results achieved** |
|  |  |

**Further training and qualifications (Training courses, certificates, etc)**

|  |  |
| --- | --- |
| **From/to Dates** | **Details of training/qualifications** |
|  |  |

**Professional memberships**

|  |
| --- |
|  |

**Section 4 – Suitability**

|  |
| --- |
| **Why do you want to work for Portland College?**  Please state clearly why you want to work for us. |
|  |

|  |
| --- |
| **Why do you think you are the right person for the post?**  Please state clearly why you are applying for this post and what relevant skills and experience you will bring to the post. |
|  |

|  |
| --- |
| **Personal statement**  Please state clearly any other information that you think we should be aware of in order to assess your suitability for the post. You should refer to the application pack for guidance on the specific requirements we are looking for in the post. |
|  |

Please continue on a separate sheet if necessary.**Section 5 – References**

It is a CQC and OFSTED requirement that the College obtains two references, one of which should be your most recent employer. Family members are not permitted to be referees.

|  |  |
| --- | --- |
| **Referee 1** (Most recent employer) | |
| **Full name:** |  |
| **Relationship to you:** |  |
| **Occupation:** |  |
| **Organisation name:** |  |
| **Address, including postcode:** |  |
| **Email:** |  |
| **Telephone number:** |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| **Full name:** |  |
| **Relationship to you:** |  |
| **Occupation:** |  |
| **Organisation name:** |  |
| **Address, including postcode:** |  |
| **Email:** |  |
| **Telephone number:** |  |

**Section 6 – Declaration**

I declare the above information to be complete and true to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | Date | Click or tap to enter a date. |

Please return your completed application to:

Human Resources Department, Portland College, Nottingham Road, Mansfield NG18 4TJ

or email: [work@portland.ac.uk](mailto:work@portland.ac.uk) **Section 7 – Equal Opportunities Policy**

Portland College is committed to supporting Equality, Diversity and Inclusion (EDI). As part of this commitment, the college is committed to ensuring that everyone is treated equally and that no job applicant or employee receives less favourable treatment than others on any grounds.

That includes: race, colour, nationality, ethnic or national origins, religion or belief, gender or gender identity, marital or civil partnership status, sexual orientation, disability, age, any other unjustifiable criteria or requirement. In order to meet this commitment and to assist in monitoring the effectiveness of our EDI procedures and practices we ask that you please complete all parts of this page.

**Note to applicants**

Data protection – this application will be used for management and administration purposes, as well as monitoring the application of the colleges Equal Opportunities policy in employment. By providing information on this form, you give your consent to allow this information to be processed.

If you have any difficulty in completing this application form due to language barrier, literacy, or disablement, please contact the Human Resources Department about special arrangements.

For monitoring purposes only

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **How did you find out about this post?** | Choose an item. |
| **If refer a friend scheme, please let us know referrer name:** |  |

**I describe my ethnic background as:** (please tick relevant box)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** |  | English/Welsh/Scottish/ Northern Irish/British |  | Irish |
|  |  | Gypsy or Irish Traveller |  | Any Other White background |
|  |  |  |  |  |
| **Mixed/Multiple Ethnic Group** |  | White and Black Caribbean |  | White and Black African |
|  |  | White and Asian |  | Any Other Mixed/Multiple Ethic background |
|  |  |  |  |  |
| **Asian/Asian British** |  | Indian |  | Pakistani |
|  |  | Bangladeshi |  | Chinese |
|  |  | Any Other Asian background |  |  |
|  |  |  |  |  |
| **Black/African/**  **Caribbean/Black British** |  | African |  | Caribbean |
|  | Any Other Black/African/ Caribbean background |  |  |
|  |  |  |  |  |
| **Other Ethnic Group** |  | Arab |  | Any Other Ethnic Group |

#### Age group:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 25 and under |  | 26 – 34 |  | 35 – 44 |
|  | 45 – 54 |  | 55 – 64 |  | 65+ |
|  | Prefer not to say |  |  |  |  |

#### Sex:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Man |  | Woman |  | Prefer not to say |

**Marital status:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Single |  | Married |  | Civil Partnership |
|  | Separated |  | Widowed |  | Divorced |
|  | Living with partner |  | Prefer not to say |  |  |

**Gender Identity – Do you now present full or part time in a gender role that differs from the gender assigned to you at birth?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

**Disability – Are you a disabled person, or do you have a medical condition such as epilepsy; diabetes; a mental health difficulty such as depression, or a specific learning disability such as dyslexia?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

Please contact the HR Manager if there is anything we need to know about your disability in order to offer you a fair selection interview, e.g. do you have a speech difficulty or need a wheelchair accessible interview room?

**Sexual orientation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Lesbian or gay |  | Bisexual |  | Straight |
|  | Prefer not to say |  | Other  (Please specify) |  | |

**Religion or belief**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Christian |  | Muslim |  | Buddhist |
|  | Sikh |  | Hindu |  | Jewish |
|  | None |  | Prefer not to say |  | Other  (Please specify) |
|  |  |  |  |  |  |