

Kingston Maurward College

Dorchester, Dorset, DT2 8PY

CONFIDENTIAL

APPLICATION for EMPLOYMENT

This form represents the initial stage of our selection procedure. Please complete all sections in **BLACK INK**, providing as much information as possible, and continuing on a separate sheet if necessary. Mark any sections that do not apply with N/A. Please return this form to the HR Department, at the above address. Pages 1,2, 7,8 and 9 of the application form will be detached upon receipt (and will not be disclosed for short listing purposes).

VACANCY DETAILS

Application for the post of:	Post No:
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PERSONAL DETAILS

Mr, Mrs, Miss, Ms, Dr, Other (please state)	Surname:
First Name(s)	Any Previous Family Names(s)
Address:	
Postcode:	
Mobile Number:	Home Telephone Number:
Email (Home):	Work Telephone Number:
Email (Work):	May we Contact you at Work? Yes / No
National Insurance Number:	If Teaching please state DFES Ref no: DFES no:
Gender: Male / Female	Date of Birth:
Have you previously applied for any other appointment at the College? Yes / No	
If yes please provide details:	
If you are not a citizen of a member state of the EU you may require a work permit:	
Will you require a work permit for this post? Yes/ No	
Please state if you have a relationship to any current employee or governor of the College. Enter NONE if no relationship exists.	
Where did you see this post advertised? Name of publication / website:	

Rehabilitation of Offenders: You are asked to read the following statement carefully

Because of the nature of work for which you are applying, this post is exempt for the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (exemptions) order 1975 as amended. Applicants are therefore not entitled to withhold information about convictions, cautions or final warnings, which for other purposes are "spent" under this Act. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies. All posts where the postholder may come into contact with under 18s and vulnerable adults will be subject to checks by the Criminal Records Bureau. Certain criminal convictions may affect your eligibility for employment with the College.

I have read the above statement and understand it.

Signed:..... (Applicant) Date:.....

Do you have any criminal convictions, cautions or bind-overs? Yes / No
 Are you currently subject to any ongoing police enquiry? Yes / No
 Does your driving licence have any endorsements? Yes / No

(If you have answered YES to any of the above questions, please provide details on a separate sheet of paper and place in a sealed envelope marked private and confidential for the attention of the HR Manager)

References

Please give **full** details of two people who can provide a reference. These should include your two most recent employers. If you have had less than two employers, please give details of any employer you have had and details of whom we may contact for a character reference.

It is our normal procedure to contact both referees if you are selected for interview. However, please tick the box if you would prefer us not to contact your current employer at this stage. **In this event, we will contact your second referee.**

Referee 1 – Present or most recent employer	Referee 2
Name:	Name:
Capacity in which the above is known to you:	Capacity in which the above is known to you:
Address:	Address:
Postcode:	Postcode:
(This is our preferred method of contacting referees) Email Address:	(This is our preferred method of contacting referees) Email Address:
Telephone Number: Mobile Number:	Telephone Number: Mobile Number:
Approach prior to interview? Yes /No	

I confirm that the information given on this application form and any additional enclosures is true and complete. I understand that any false statement or omissions may be sufficient cause for rejection, or, if employed, dismissal. I consent to Kingston Maurward College processing the information on this form, including 'sensitive information, and to request any references that as may be necessary during the recruitment and selection process.

Signed: Date:

EMPLOYMENT HISTORY		
CURRENT OR MOST RECENT EMPLOYER		
Company Name: Address:		
Postcode: Email address: Contact number:		
Present / most recent job role:		
Date commenced	Date left (if applicable)	Salary
Brief description of duties:		
Reason for leaving/seeking new employment?		
Contractual notice period for this role?		

FULL EMPLOYMENT HISTORY (most recent first). Please give details of all previous positions held since completing full time education. This should include both paid employed and any unpaid work. Continue on a separate sheet, if necessary. **IMPORTANT – Please ensure you provide the dates of any periods when not working and the details of what you were doing if not employed.** Please annotate the post applied for at the top of the page/s.

Name and Full Address of Employer	Email Address And Phone number	Position Held	From (Month & Year)	To (Month & Year)	Reason for Leaving

The College actively supports applications from disabled persons

If you have a disability please provide details*. Please also provide details of any arrangements you may need the College to put in place if you are shortlisted for an interview or assessment of your skills:

.....

.....

* We ask this question here (a) to support College managers in ensuring that any applicants with a disability, who meet the minimum essential criteria for a post, are shortlisted for interview; (b) to ensure that any support necessary is put in place for disabled applicants who are subsequently appointed.

RELEVANT EXPERIENCE

Please use this section to explain why your skills, experience and knowledge would make you a suitable candidate for the post. This could also include any voluntary work undertaken, leisure interests or other activities, which you consider to be relevant to the position, as advertised. **The information you provide should relate to the information outlined in the Job Description and clearly address the criteria set out in the Person Specification / Essential Criteria.** The panel will shortlist applications in line with the Person Specification match.

Please continue on a separate sheet, if necessary, clearly annotating the position applied for at the top of the page.

Kingston Maurward College

Equality Monitoring Form

Kingston Maurward College is committed to both the avoidance of unlawful discrimination and the positive promotion of diversity and equality. In pursuit of this it is essential that no person shall experience more or less favourable treatment on the grounds of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality, trade union membership and activity, religious beliefs, socio-economic background and any other distinction.

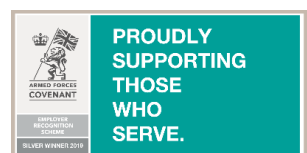
In order to ensure the effective implementation of this policy, the College will monitor its employment related policies, practices and procedures on a continuing basis. Where appropriate, action will be taken to address any matters arising from monitoring.

As an approved user of the disability symbol we are committed to employing disabled people and will interview all applicants with a disability recognised within the definition of the Equality Act 2010, who meet the minimum criteria for a job vacancy and consider them on abilities. The Act defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. If you are in any doubt about whether you meet this definition please contact Human Resources.

Please complete all relevant questions on the form below. This information is confidential and will be stored electronically and manually in Human Resources for monitoring purposes only. This form will not be passed on to those making any selection decisions.

If you have any queries regarding this form please contact Human Resources on 01305 215252.

Thank you for your help



Kingston Maurward College

CONFIDENTIAL – EQUALITY AND DIVERSITY RECRUITMENT MONITORING

Position applied for:

1. Surname		2. Forename(s)	
3. Sex Male Female		4. Date of Birth	
5. Marital Status			
Single		Married	
Separated		Divorced	
Widowed		Cohabiting	
Prefer not to say			
6. Do you have any Dependents? Yes / No If yes, please provide Details			
7. Armed Forces Information			
Armed Forces Reservist		Veteran	
Cadet Force Adult Volunteer		Wounded, Injured Sick Veteran	
Spouse / Partner of Service Personnel		Combined Cadet Force	
Parent of Service Personnel		Not Applicable	
8. Nationality			
9. Are you related to any Corporation member or employee of Kingston Maurward College? Yes / NO If Yes, please provide name and relationship			
10. Ethnicity			
White – British		Asian or Asian British - Bangladeshi	
White – European		Other Asian background	
White – Any other background		Mixed – White and Black Caribbean	
Gypsy or Traveller		Mixed – White and Black African	
Black or Black British - Caribbean		Mixed – White and Asian	
Black or Black British – African		Any Other mixed background	
Any other Black background		Chinese	
Asian or Asian British – Indian		Any other ethnic background	
Asian or Asian British – Pakistani		Prefer Not to Say	
11. Religion or Belief			
Christian (Includes Roman Catholic, Church of England, etc.)		Muslim	
Sikh		Buddhist	
Jewish		Hindu	
Any other Religion or Belief		No Religion or Belief	
Prefer Not to Say			
12. Sexual Orientation			
Bisexual		Gay Man	
Gay Woman/Lesbian		Heterosexual	
Other (please Specify)		Other (please Specify)	
Prefer Not to Say			

11. Gender Identity

Is your gender identity the same gender as you were originally assigned at birth? Yes / No / Prefer Not to Say

12. Disability

The Equality Act 2010 protects employees, job applicants, contract workers and students who fall within the new definition of disability. The Act defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. This definition includes people with heart disease, diabetes, epilepsy, severe disfigurement, depression, schizophrenia, Down's syndrome, dyslexia, for example.

Do you consider yourself to be disabled within the definition of the Equality Act 2010?**YES / NO**

Asperger's Syndrome		Asthma	
Auditory Impairment		Autistic Spectrum Disorders	
Communication Difficulty		Cystic Fibrosis	
Diabetes		Disability Affecting Mobility: non-wheel	
Disability affecting mobility: Wheelchair		Dyscalculia	
Dyslexia		Dyspraxia	
Emotional / Behavioural Difficulties		Epilepsy	
Language Need		Learning Difficulty (Moderate)	
Learning Difficulty (Severe)		Literacy Need	
Medical Condition		Mental Ill-Health	
Not Disabled		Not Provided	
Numeracy Need		Other	
Other Physical Disability		Temporary Disability	
Visual Impairment		Yes – Rather Not Say	

You are not obliged to declare a disability and the College recognises that many people who may be considered disabled under the terms of the Equality Act do not require any assistance or support. However for those who may, equipment, computer software, flexible working, other support or reasonable adjustment may be available, so an individual's impairment would have little or no bearing on their capability to realise their employment potential. If you wish please give further details here of any equipment or support you may need because of your disability to carry out the duties described in job description or during any interview selection process. This may include any special consideration for access.

13. Consent

I hereby give my consent to Kingston Maurward College to record and process my personal information and sensitive personal data in line with the terms of the Data Protection Act and all other legislative provisions. My consent is conditional upon Kingston Maurward College complying with their legal duties and obligations relating to the recording and use of this information. I understand that if I have sent this form via e-mail it will automatically be deemed that I have provided my consent.

You should be aware that when you email KMC the possibility exists, however minimal, that unauthorised individuals may be able to intercept your message. We recommend as a result you should not use unsecure forms and email to send personal data, such as financial information to KMC.

Signed..... Date.....