|  |
| --- |
| **Details of Post Applied For** |
| Name of College  |  |
| Position Applied For |  |
|  |
| **Personal Details** |
|  Title |  |  Last Name |  |
|  First Name |  |  Middle Names |  |
|   Previous name (if applicable) |  |
|  Date Of Birth |  |
| Address |  |
| Contact Details | Contact Number (e.g. mobile) |  |
| Home Number |  |
| Email Address |  |
|   Please state your notice period or confirm the date you would be able to start work, if successful |  |

|  |  |
| --- | --- |
| National Insurance Number |  |
| Do you currently have the right to work in the UK? |  |
| If yes and you have a work permit, give date it expires: |
| If no, please specify your circumstances below: |

|  |
| --- |
|  |
| **Employment History**Please give details of **all period of employment** you have undertaken.List the information in reverse chronological order (i.e. with your current or most recent position first). |
| Employer’s Name and Address | Dates Employed | Title of Post | Salary and Benefits | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Gaps in Employment**Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education. |
| Date From | Date To | Reason |
|  |  |  |

|  |
| --- |
| **Referees**One of these should be your present or most recent employer. Please do not name relatives or people acting solely in their capacity as friends as referees. |
| **Referee 1** | **Referee 2** |
| Title |  | Title |  |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Employer Name |  | Employer Name |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee |  | In what capacity do you know the referee |  |
| Note: | Note: |

|  |
| --- |
| **Education and Qualifications**Please also include any relevant professional qualifications. |
| Name of Institution (e.g. School, College or University) | Dates Attended | Courses/Subjects Taken and Examinations Results or Award and Date |
| From | To | Qualification | Subject | Grade | Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Professional Development**Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application. |
| Name of Institution | Course Title | Dates Attended | Award (if any) |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Current Membership of Professional Bodies**Please give details of any relevant professional bodies to which you belong. |
| Name of professional body | Membership Status | Date Membership Commenced |
|  |  |  |

|  |
| --- |
| **Interests and Activities**Please provide details of any relevant interests or activities |
|  |

|  |
| --- |
| **Supporting Statement**You are invited to provide further information in support of your application. Please refer to the job specification for the post and also Include:* The reasons why you are applying for this post;
* The personal qualities and experience that you feel are relevant to your suitability for the post;
* Key responsibilities and achievements in your present or most recent job which are relevant to this application
* Career aims and aspirations
 |
|  |

|  |
| --- |
| **Reasonable Adjustments to the Shortlisting Process** |
| We welcome applications from disabled candidates. Please indicate here if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
|  |

|  |
| --- |
| **Declarations**This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. |
| **Please answer the following questions: Please answer YES or NO below:** |
| Have you ***ever*** received a conviction, caution or bind-over |  |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. Teaching Agency) |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children or vulnerable adults.**If you have answered YES to either of the above questions, the hiring establishment will require **further details**. Please contact them directly for instructions. |