**JOB APPLICATION FORM**

Please complete all sections and return your completed application form by email to [**hr@ieg.ac.uk**](mailto:hr@ieg.ac.uk), or by post to: **Human Resources Department, Park Crescent, Peterborough, Cambridgeshire, PE1 4DZ** (for roles based at Peterborough College or University Centre Peterborough), or **Human Resources Department, Drift Road, Stamford, Lincolnshire, PE9 1XA** (for roles based at Stamford College).

For further information, please call 01733 762222 (Peterborough College) or 01780 484342 (Stamford College), or visit our website [**https://ieg.ac.uk/work-for-us/**](https://ieg.ac.uk/work-for-us/)

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| --- | --- | --- | --- | --- | --- |
| Vacancy Applied for |  | | | | |
| Please indicate below which campus this role is based at (please tick) | | | | | |
| Stamford |  | Peterborough |  | University Centre Peterborough |  |

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| Are you related to anyone who currently works for IEG? (please tick) | | | | | |
| Yes |  | No |  | If yes, please specify |  |

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| Please indicate below how you found out about this vacancy? (please tick) | | | | | | | |
| College Website |  | Indeed |  | Friend |  | Other |  |
| If other, please specify |  | | | | | | |

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| **PERSONAL DETAILS** | | | |
| Preferred Title  (Dr/Mr/Mrs/Ms) |  | Date of Birth |  |
| Surname |  | Forename(s) |  |
| Previous Surname (where appropriate) |  | | |
| Address  Postcode |  | | |
| Home Telephone Number |  | Mobile Telephone Number |  |
| Work Telephone Number |  | Are you happy for us to contact you at work? |  |
| Email Address |  | | |
| National Insurance Number |  | IFL/GTS Number  (if applicable) |  |
| Emergency Contact Name |  | Emergency Contact Number |  |

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| **PRESENT/LAST EMPLOYMENT** | | | | | |
| Job Title |  | | Full/Part Time | |  |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Please briefly explain your main duties and responsibilities | | | | | |
|  | | | | | |
| Start Date |  | | End Date (if applicable) | |  |
| Current Salary and Benefits |  | | Notice Period | |  |
| Reason for Leaving |  | | | | |
| PREVIOUS EMPLOYMENT DETAILS – Please provide a full career history, including any voluntary work, starting with the most recent. Please explain any gaps in employment history. | | | | | |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Start Date |  | End Date | |  | |
| Position Held |  | Reason for Leaving | |  | |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Start Date |  | End Date | |  | |
| Position Held |  | Reason for Leaving | |  | |
| Name of Employer |  | | | | |
| Address of Employer  Postcode |  | | | | |
| Start Date |  | End Date | |  | |
| Position Held |  | Reason for Leaving | |  | |
| Please add more boxes if necessary | | | | | |

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| **EXPERIENCE** |
| Please write any information that you think will support your application. We are looking for evidence that you have the experience and expertise required to perform the role that you are applying for. Please give brief examples where necessary. |
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| **ESSENTIAL CRITERIA** |
| QUALIFICATIONS |
|  |
| EXPERIENCE |
|  |
| SKILLS |
|  |
| KNOWLEDGE |
|  |
| **DESIREABLE CRITERIA** |
| QUALIFICATIONS |
|  |
| EXPERIENCE |
|  |
| SKILLS |
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| KNOWLEDGE |
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| **EDUCATION AND QUALIFICATIONS** | | | | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | | Date To |  | Full/Part Time |  |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Full/Part Time |  |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Full/Part Time |  |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Full/Part Time |  |
| Qualifications Gained – including grades | | |  | | | | | |
| School/College/University | |  | | | | | | |
| Date From |  | | | Date To | |  | Full/Part Time |  |
| Qualifications Gained – including grades | | |  | | | | | |
| Please add more boxes if necessary | | | | | | | | |

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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body |  | | |
| Membership/Grade |  | Date From |  |
| Professional Body |  | | |
| Membership/Grade |  | Date From |  |
| Please add more boxes if necessary | | | |

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| **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)** | | | | | |
| Please provide details on CPD you have completed within the last 2 years. | | | | | |
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| **FOR LECTURING VACANCIES ONLY** | | | | | |
| TEACHING QUALIFICATIONS | | | | | |
| College/University/Other |  | | | | |
| Date From |  | Date To |  | Full/Part Time |  |
| Qualification Gained – including grade |  | | | | |
| College/University/Other |  | | | | |
| Date From |  | Date To |  | Full/Part Time |  |
| Qualification Gained – including grade |  | | | | |
| College/University/Other |  | | | | |
| Date From |  | Date To |  | Full/Part Time |  |
| Qualification Gained – including grade |  | | | | |
| College/University/Other |  | | | | |
| Date From |  | Date To |  | Full/Part Time |  |
| Qualification Gained – including grade |  | | | | |
| Please add more boxes if necessary | | | | | |

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| **REFERENCES** | | | |
| In line with the DfES requirements for Safeguarding Children and Safer Recruitment in Education, please provide details of minimum two referees, one of whom should be your present/most recent employer for the last 3 years. | | | |
| **Referee 1** | | **Referee 2** | |
| Full Name |  | Full Name |  |
| Position |  | Position |  |
| Company |  | Company |  |
| Address  Postcode |  | Address  Postcode |  |
| Email |  | Email |  |
| Telephone Number |  | Telephone Number |  |
| **Referee 3** | | **Referee 4** | |
| Full Name |  | Full Name |  |
| Position |  | Position |  |
| Company |  | Company |  |
| Address  Postcode |  | Address  Postcode |  |
| Email |  | Email |  |
| Telephone Number |  | Telephone Number |  |

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| Please tick one of the below options to let us know if we can approach the referees before you have been offered the role | | | |
| Yes |  | No |  |

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| **EQUAL OPPORTUNITIES** |
| IEG is committed to equal opportunities. Our aim is to make sure that you and other applicants for posts are not discriminated against on any of the following grounds: sex, marital status, age, colour, nationality, ethnic origin, religion, sexual orientation or disability. The Equal Opportunities Policy aims to make sure that you are not disadvantaged by job conditions or requirements which are not relevant to the vacancy.  Please complete the form below. The information contained within it will be used to monitor the Equal Opportunities Policy, make sure that it is working in practice and to see if any reasonable adjustments need to be made. This information will be used only for monitoring purposes or to make adjustments and will be treated as confidential. It will only be seen by staff assessing the effectiveness of the Equal Opportunities Policy. |

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| Do you suffer from any medical condition which could, or might, affect your performance in the job for which you are applying? (Please note all new employees are required to complete a detailed Health Declaration) | Yes | No |
| Are you permitted to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006? (You must provide documentary evidence that you are entitled to work in the UK, without the need for the College to seek a work permit) | Yes | No |

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| Disability | | | |
| The organisation’s 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.  Definition of Disability:  A person who has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Source: Disability Discrimination Act 1995 | | | |
| Do you consider yourself to have a disability? | | Yes | No |
| If yes, please specify the nature of the disability |  | | |

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| Are there any special arrangements that need to be made for the purposes of: | |
| Interview (please specify) |  |
| At Work (please specify) |  |

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| --- | --- | --- | --- | --- | --- |
| What is your gender? | | | | | |
| Female |  | Male |  | Prefer not to say |  |

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| What is your nationality? |
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| Ethnicity & Diversity Monitoring– To which ethnic group do you belong? Put a tick against one of the groups below  These categories are consistent with those used by the Office of Population and Census Surveys for the 2001 population census and are recommended by the Commission for Racial Equality (CRE) | | | |
| 11. Asian or Asian British – Bangladeshi |  | 22. Mixed – any other |  |
| 12. Asian or Asian British – Indian |  | 23. White – British |  |
| 13. Asian or Asian British – Pakistani |  | 24. White – Irish |  |
| 14. Asian or Asian British – any other |  | 25. White – any other |  |
| 15. Black or Black British – African |  | 26. White – Other European |  |
| 16. Black or Black British – Caribbean |  | 27. Any other – Gypsy, Traveller, Roma |  |
| 17. Black or Black British – Any other |  | 28. Any other - Arab |  |
| 18. Chinese |  | 97. Prefer not to say |  |
| 19. Mixed – White and Asian |  | 98. Any other |  |
| 20. Mixed – White and Black African |  | 99. Not Known |  |
| 21. Mixed – White and Black Caribbean |  |  |  |

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| **REHABILITATION OF OFFENDERS ACT 1974/DISCLOSURE AND BARRING SERVICE** |
| Inspire Education Group (IEG) are an educational establishment providing education to children and adults. The Colleges need to assess your suitability for the position you are applying for and are entitled to ask questions about your criminal record.    You are required to disclose certain information concerning your criminal cautions and convictions. You must disclose information about spent and unspent criminal convictions (other than a protected conviction) and spent and unspent cautions (other than a protected caution).  You are not legally required to disclose information concerning protected cautions and convictions. To determine if your caution or conviction is protected and whether or not you need to disclose it in your application, you need to refer to the relevant legislation, including the offences listed in The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. (A list of offences which will never be protected has been derived from the legislation and is available here <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> ). A criminal record will not necessarily be a bar to obtaining a position as each case is looked at on its particular circumstances and background.  **Have you ever been convicted of a criminal offence (other than a protected conviction or caution) or are you the subject of criminal charges? YES / NO**  IEG are committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. Work in an FE College invariably involves regular contact with persons aged under 18 and as such an Enhanced Disclosure and Barring check (criminal record check) will also be requested in the event of a successful application. Inspire Education Group considers each college to each be a Specified Place’. Failure to disclose a caution or conviction (other than a protected caution or conviction) could result in dismissal or disciplinary action by the College. Any information given, however, will be treated as completely confidential and will be considered only in relation to an application for positions to which the order or disclosure applies. |
| If you answered ‘yes’ to the above, please give details below (offence, judgement, date, etc.) |
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| **DECLARATION** |
| The above constitutes a serious application for the advertised post.    To the best of my knowledge, the information supplied is complete and correct and I understand that any engagement offered is subject to the College’s regulations.    I understand that candidates from overseas are only eligible for appointment if their employment in this country is free from all restrictions.  If appointed, I am not aware of any legal impediment which would disqualify me; and  I realise that the College reserves the right to seek verification of the information provided.  DATA PROTECTION ACT 1998  Information on this form may be held on a computer. Strict confidentiality will be observed and disclosures will only be made for payroll and HR administration purposes. I hereby give my consent to IEG recording and processing sensitive information in the following categories: Ethnicity, Disability, Criminal Records and Health. |

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| Signed |  | Date |  |

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| --- | --- | --- | --- |
| **FOR HR USE ONLY** | | | |
| Post Ref |  | Candidate Number |  |