Application Form

Please complete **ALL** sections of the form providing as much information as possible. CVs will **NOT** be considered.

You should account for all periods from leaving secondary education to present day including periods of non-employment.

When completing the reference contact details, please cross the box if you do **NOT** want us to contact your present employer.

It should also be noted that references from the most recent employer will need to be taken up if you are subsequently offered the post.

If you require this application form in a different format, please contact Human Resources.

**Please only return your application via email (as an attachment) to:** [**recruitment@ccsw.ac.uk**](mailto:recruitment@ccsw.ac.uk)

|  |  |
| --- | --- |
| Which post are you applying for: |  |

|  |  |
| --- | --- |
| How did you hear about the post: |  |

PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | | |
| First Name(s): |  | | | |
| Former/Previous Surname(s) |  | | | |
| Preferred Title: Dr/Mr/Mrs/Miss/Ms/Other (please specify) | |  | | |
| Address: |  | | | |
| Town: |  | | | |
| Postcode: |  | | Home Telephone No.: |  |
| Mobile Telephone No.: |  | | | |
| Email Address: |  | | | |
| National Insurance No.: |  | | | |

*Please note that your personal details will be separated from your application form for the shortlisting process.*

EQUALITY AND DIVERSITY

The College aims to employ a workforce which reflects the diverse community at large, we value the individual contribution of all people and therefore we will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimization.

To achieve and maintain a diverse workforce and help us best meet its needs and requirements we ask all applicants to complete this form for monitoring purposes and to ensure we are fair to all employees. This information will be held confidentially on the Human Resources Information System. It also ensures that the college complies with the Single Equality Act 2010. **Pages 1, 2 & 3 are detached from the main application form for recruitment and selection purposes**.

Please indicate where appropriate:

**Gender**

Do you describe yourself as? Female  Male  Prefer not to say

**Marital Status**

**Age: D.O.B:\_\_\_\_ / \_\_\_\_ /\_\_\_\_\_**

16 – 24  45 – 54  Civil Partnership  Single

25 – 34  55 – 64  Divorced  Widowed

35 – 44  65+  Married

**Ethnic Background**

**Asian or Asian British** **Black or Black British**

Bangladeshi  African

Indian  Caribbean

Pakistani  Any other Black background

Any other Asian background

**Chinese or Other Ethnic Group Mixed**

Chinese  White & Black African

Any other Ethnic Group ............................. White & Asian

White & Black Caribbean

**White** Any other mixed background

British

Irish (Republic of)  I do not wish to disclose my ethnic origin

Any other white background

**Sexual Orientation**

**Religion or Belief**

.

Atheism  Judaism  Bisexual

Buddhism  Muslim  Gay or Lesbian

Christianity  Sikhism  Heterosexual

Hinduism  Choose not to disclose  Prefer not to say

Islam  Other (please state)

Jainism

**Disability**

Do you consider yourself to have a disability? Yes  No

If you ticked yes, please state the impairment(s) which apply to you

Physical Impairment  Sensory Impairment  Mental Health Condition

Learning Disability/Difficulty  Long Standing illness  Other

**Eligibility to work in the UK**

Under Section 8 of the Asylum and Immigration Act 1996 all potential employees are required by law to provide documentary evidence to confirm their eligibility to work in the UK (Documents must be original – photocopies will not be accepted).

**Are you eligible to work in the UK? Yes  No**

REFERENCES

Names and addresses of 2 people to who can be contacted for a reference if you are invited to interview.

Name (1) should be your present or most recent employer, whom reference will be made prior to interview, unless you specifically request otherwise here: Please indicate by putting a ‘X’ in the box

|  |  |  |  |
| --- | --- | --- | --- |
| Name (1): ***Present Employer*** |  | | |
| Company Name: |  | | |
| Position: |  | | |
| Relationship: |  | | |
| Address: |  | | |
| Town: |  | Postcode: |  |
| Email Address: |  | Telephone No: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name (2): |  | | |
| Company Name: |  | | |
| Position: |  | | |
| Relationship: |  | | |
| Address: |  | | |
| Town: |  | Postcode: |  |
| Email Address: |  | Telephone No: |  |

THE REHABILITATION OF OFFENDERS ACT

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that you do not need to disclose these to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry or Justice website. We guarantee that this information is only made available to those who need to see it as part of the recruitment process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes |  | No |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes |  | No |  |

If ‘YES’, please give details below:

|  |  |  |
| --- | --- | --- |
| Date | Offence | Sentence |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Post Applying for: |  |

EDUCATION AND TRAINING

**Secondary Education – Please list individual grades/qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications**  **Gained** | **Grade** | **Qualification Date** |
|  |  |  |  |  |  |

**Further or Higher Education** (please state full or part-time) **Please list individual grades/qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **College/University** | **From** | **To** | **Qualifications**  **Gained** | **Grade** | **Qualification Date** |
|  |  |  |  |  |  |

Membership of Professional Bodies/Institutions

|  |
| --- |
|  |

Details of Research and/or Publications:

|  |
| --- |
|  |

Please give details:

|  |
| --- |
|  |

PRESENT / MOST RECENT EMPLOYER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | |
| Address: |  | | | | | |
| Town |  | | | Postcode: | |  |
| Date appointed |  | Date left (if applicable): | | | |  |
| Reason for leaving (if applicable) |  | | | | | |
| Telephone Number: |  | | | | | |
| Current Role: |  | | | | | |
| Responsibilities/Duties: |  | | | | | |
| Present Salary: |  | | Notice to terminate: | |  | |

PREVIOUS EMPLOYMENT

Please also include any voluntary/unpaid work you have undertaken and account for any gaps in employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer  (Most recent first) | Position Held | From | To | Responsibilities/Duties | Reason for Leaving |
|  |  |  |  |  |  |

INFORMATION IN SUPPORT OF YOUR APPLICATION

|  |
| --- |
| **Information on relevant skills, qualities and experience in relation to the job description/person specification or other information in support of your application** (these may have been gained through employment/voluntary/unpaid work or your personal interests). |
| Please continue onto the next page if required……. |

**Guaranteed Interview Scheme**

We guarantee to offer an interview to all candidates with a declared disability (as defined by the Equality Act 2010) who meet the essential criteria as detailed in the Job Description/Person Specification. Please indicate whether or not this applies to you: Yes No

I certify that the details on this application form and any supplementary information I have given is correct and complete. I am willing to undergo an enhanced Disclosure & Barring Service Check as part of my employment and I understand that if I give false information or withhold relevant information it is an offence and could result in my application being rejected, or summary dismissal and could be referred to the police.

**Signed**: ……………………………………………………………………………………… **Date**: …………………………………