

Application for Employment

Please complete this form as fully as possible. We will use the information you give us to decide whether to shortlist you for an interview. Please use black ink or type. Please do not submit a Curriculum Vitae. **CVs will not be considered.**

Post applied for:	
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Section One - Employment

Present or most recent employer (to be completed by all applicants)

Employer:			
Job Title:		Full or Part Time:	
Date From:	Date To:	Gross Annual Salary:	Reason for Leaving:
Address:			
Postcode:	Telephone:		

Please give a brief outline of your current or most recent responsibilities:

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Previous Posts (most recent first – use separate sheet if necessary)

From	To	Name of Employer	Position	Salary	Reason for Leaving

Please explain reasons for any gaps in employment.

This college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Section Two - Education and Training

From M/Y	To M/Y	School/College/University attended	Courses/Subjects	Qualifications Level and Grade Achieved

Other Training and Professional Qualifications

Please give details of any relevant training or courses completed in the last 3 years:

Description of course (including provider)	Dates and duration of course

Other Experience: (paid or voluntary):

From	To	Organisation	Post/Responsibilities

Your hobbies and interests:

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Section Three – Personal Statement - skills, abilities, knowledge, experience

- This section is the most important part of the form. Please tell us about your relevant, transferable experience gained through full time, part time or voluntary work, university, college or school based projects, clubs or home life etc.
- Please use the **criteria in the Person Specification** as headings for your response. It is not sufficient to merely duplicate what the Person Specification states. For example, if it asks for “ability to” or “commitment to” or “demonstrate”, you should give practical examples, wherever possible, of things you have achieved in your academic, professional, voluntary or personal life.

Please write your Personal Statement on a separate A4 sheet of paper, in no more than 2 sides and attach it to your completed application form.

Section Four - References

Please give names, addresses and, where possible, e-mail addresses of 2 referees not related to you. One should be your current or most recent employer and should be someone authorised to speak for the employer not just a colleague. If you currently work for a college or school, we would expect the Principal or Headteacher to be a referee. The other should be someone known to you in a professional capacity. Personal references are not acceptable. **References will be sought prior to interview for all those shortlisted.**

Employer Referee (1)		Second Referee (2)	
Name:		Name:	
Job Title:		Job Title:	
Context in which they are known to you:		Context in which they are known to you:	
Address:		Address:	
Postcode:		Postcode:	
Tel No:		Tel No:	
Email:		Email:	
Fax:		Fax:	

Availability

When would you be able to start work, taking account of notice periods?		
Holidays – please give dates of any holidays already arranged		
Are you available for interview on the date indicated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Work permit:

Do you require a current work permit? (We may carry out enquiries into your immigration/work permit status if appropriate)		
Yes <input type="checkbox"/> No <input type="checkbox"/>		

Criminal Convictions – Exempted Occupations - Disclosure

Worthing College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions below.

All shortlisted candidates will be required to complete a Criminal Records Bureau form at interview. Further details will be sent if you are shortlisted for interview.

Do you have a pending prosecution or have you ever been convicted or bound-over at a court or cautioned by the police for any offence?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Data Protection Act 1998

Worthing College collects information about all applicants and staff for various administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent and since we cannot operate effectively without processing information about you, we need you to sign the following consent to process your application. If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

I agree to Worthing College processing personal data contained in this form, or other data which Worthing College may obtain from me or other people, whilst I am an employee. I agree to the processing of such data for any purposes connected with my work, my health and safety or for any other legitimate reason. I understand that personal data relating to me will be held by Worthing College for up to 10 years after I leave.

Signed:	Date:
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Declaration

I confirm that the information I have provided on this form is complete and correct. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued or if appointed, may lead to disciplinary action or dismissal. I also understand that if my application is successful, I will be required to undergo an enhanced Criminal Record Bureau check.

Signed:	Date:
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Application for Employment – Equal Opportunities Monitoring Information

The details you provide in Sections Five and Six below are ***not*** used in selection

Section Five - Personal Details

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other ☐ (please specify)

Surname:		First Name(s):		
Address:				
Postcode:				
Home Telephone No.:		Mobile:		
Work Telephone No.:		May we contact you at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email Address:				
National Insurance No:	Date of Birth:	Gender:		
		Male <input type="checkbox"/>	Female <input type="checkbox"/>	
If you do not have a National Insurance Number available, do you have evidence of your entitlement to live and work in the UK?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

For teaching posts only: Are you a qualified teacher? Yes <input type="checkbox"/> No <input type="checkbox"/>	DfES Number:
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Section Six – Disability, Equality and Diversity

Disability Discrimination Act 1995

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please give details below, particularly if you are applying for a job and will need special arrangements should you be invited to interview:

Worthing College

Opportunity, Achievement, Success and Progression

(For College Use)

Application Reference:

What is your nationality?	
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Ethnic Group: The classifications used are those recommended by the Commission for Racial Equality and will be used for comparison against local and national data.

Please choose one of the following which best describes you:

White	Mixed	Asian or Asian British	Black or Black British	Other
British	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> Other Ethnic Groups
Other	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other	<input type="checkbox"/> Not Know / Not Provided
	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/>	

How did you hear about this vacancy?

Newspaper	<input type="checkbox"/>	College Website	<input type="checkbox"/>
Personal contact/word of mouth	<input type="checkbox"/>	Employment agency	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Please return your completed form to: Human Resources, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD. T: 01903 275755 Ext 424/427; E: humanresources@worthing.ac.uk; W: www.worthing.ac.uk

*Thank you for your interest in the college. We regret that it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of the published closing date please assume that you have been unsuccessful. We hope that you will recognise that this is a practical necessity on our part and that the lack of response will not deter you from applying for subsequent posts. The college is also unable to give interview feedback for unsuccessful candidates. Applicants should also note that it is College policy **not** to pay travelling or other expenses incurred by candidates attending for interview.*