

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR	REF NO /
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PERSONAL DETAILS: (to be completed in BLACK INK and BLOCK CAPITALS)

Preferred Title	Address
Surname/Family Name	
First Name(s)	Postcode
Known as (if applicable)	Tel home
Previous Name (if applicable)	Tel work
Where did you see this post advertised?	Tel mobile
National insurance no	Email
Date you first taught in FE (if applicable) ___/___/___	IfL registration no

EDUCATION AND QUALIFICATIONS

Name and address of school attended	Date attended		full or part time	Qualification gained	Grade	Award date
	from	to				

Further/Higher Establishment name and course attended	Date attended		full or part time	Qualification gained	Grade	Award date
	from	to				

CURRENT OR MOST RECENT EMPLOYMENT

Employer :		
Title of post	Date appointed	Date left (if applicable)
Full or part time (fraction)	Period of notice required	
Basic Salary	Allowances	
Reason for wishing to leave current post/ leaving previous post		

PREVIOUS EMPLOYMENT (most recent first)

Employer:	Post:	Full/ part Time (fraction):	From			To		
			D	M	Y	D	M	Y

Please give details of periods of time not accounted for above which may include unpaid/voluntary work or family commitments:	From			To		
	D	M	Y	D	M	Y

OTHER RELEVANT QUALIFICATIONS AND TRAINING COURSES COMPLETED

Training course	Date completed	Qualification (if any)

PROFESSIONAL QUALIFICATIONS

Awarding body	Date awarded	Grade of member

SUPPORTING STATEMENT:

Please give details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the person specification and job description.

Please use a separate sheet for your supporting statement and attach it to the application form.

REFERENCES

- ◆ Please give the names, addresses and telephone numbers (and email address if applicable) of your two most recent employers; one must be your current employer or school/college tutor if this is your first job.
- ◆ These referees should not be a friend or relative. Personal referees should be given only when there is no previous employer or educational establishment to which a reference can be made.
- ◆ Referees will be approached once an offer of employment has been made.

	Name:		Occupation:	
	Address:		Phone Number:	
			Email address:	
	Postcode		Capacity in which this referee knows you:	

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	Address:		Phone Number:	
			Email address:	
	Postcode		Capacity in which this referee knows you:	

PARENTAL LEAVE

Please give details of any parental leave you have taken

Number of days	Dates

ADDITIONAL INFORMATION

◆ Do you require a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
◆ If yes, do you have a valid permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
◆ Please indicate duration of permit?	From:	To:
◆ Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
◆ Do you have independent means of transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
◆ Are you related to a current member of the College staff or Governing Body? (This is to ensure a fair selection process) If yes please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DISCLOSURE OF CRIMINAL BACKGROUND

Because of the nature of the work for which you are applying, enquiries will be made of the Criminal Records Bureau to ascertain whether or not your records reveal any criminal convictions. The post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

If you are offered a position, you will be required to declare all spent and unspent convictions. West Herts College encourages applicants to be forthcoming with the declaration of any spent/unspent convictions.

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		

ASYLUM AND IMMIGRATION ACT

Under the terms of the Act, it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of eligibility to work in the UK.

DECLARATION

This application will be processed within the terms specified by the Data Protection Act 1998. I hereby explicitly consent to the College collecting, holding and otherwise processing personal data (including 'sensitive' personal data) relating to me for the purposes necessary within the employment process. If you are the successful candidate, relevant information will be taken from the form and used as part of your personal record, held by the HR Department.

I hereby certify that the information given above is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with the College. I understand to notify the College of any changes to information provided on the form.

Signed:

Date:

EQUAL OPPORTUNITIES MONITORING FORM

POST APPLIED FOR:	REF NO: /WEB
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West Herts College is committed to offering equality of opportunity to all. As part of this commitment we monitor our recruitment and selection processes to ensure that no group of people is being treated unfairly. Your co-operation in completing this form to help us do this would be greatly appreciated. The information you give will be strictly confidential to the Human Resources department and will not be seen by the shortlisting or selection panel.

Date of Birth:	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
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Marital Status: Single: <input type="checkbox"/> Married: <input type="checkbox"/> Civil Partnership: <input type="checkbox"/> Divorced: <input type="checkbox"/> Widowed: <input type="checkbox"/>
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Ethnicity:

Please indicate which of the following categories describes your ethnic background.

Asian or Asian British – Bangladeshi	<input checked="" type="checkbox"/>	11	Mixed – White and Asian	<input checked="" type="checkbox"/>	19
Asian or Asian British – Indian		12	Mixed – White and Black African		20
Asian or Asian British – Pakistani		13	Mixed – White and Black Caribbean		21
Asian or Asian British – any other Asian background		14	Mixed – any other Mixed background		22
Black or Black British – African		15	White – British		23
Black or Black British – Caribbean		16	White – Irish		24
Black or Black British – any other Black background		17	White – any other White background		25
Chinese		18	Any other (please state)		98

Disability

West Herts will guarantee an interview for all candidates with a declared disability who meet the minimum criteria detailed on the job description and job specification. Please indicate whether you consider yourself to have a disability.

Yes, I do consider myself to have a disability No, I do not consider myself to have a disability

If yes, please give brief details:

If you have any special requirements to enable you to attend interview or to help you carry out the job itself, please give details:

You are asked to sign below only to ensure the authenticity of this information, which will be collated anonymously for statistical purposes with details supplied by other applicants. If you are offered a post the form will be kept in your personal record held by the HR department. If you are unsuccessful, the data will be securely held for one year and subsequently destroyed.

I understand that the information given in this form will be held on computer and processed in accordance with the Data Protection Act (1998) and that I consent to the storage and use of such information for employment purposes.

Name: (block letters please) Signed:

Please return this form with your application.

APPLICATION FORM – NOTES OF GUIDANCE

Please read these guidelines before completing the enclosed application form.

- You must fully complete an application form so that information from all candidates can be treated on an equal basis. The application form can be downloaded from the College website or intranet and printed out.
- As this form will be photocopied, please ensure you complete it in BLACK INK.
- Additional information may be enclosed to support your application. However we must advise that CV's will not be accepted as a suitable substitute for a properly completed application form and supporting statement.
- Original documentary evidence of academic qualifications will be required of successful applicants. Such documents should not accompany this form.
- The closing date for receipt of completed applications will be detailed in the accompanying applicant pack.
- Please note that any personal data on this form will be held on computer.
- Canvassing by or on behalf of an applicant, whether directly or indirectly, with a view to promoting the application, is forbidden and may disqualify you.

Completion of the Application Form

- Please list all education, training and qualifications starting with the most recent.
- Please give precise dates, where possible, as this information may be required for the calculation of starting salary. For periods of part-time employment the fractional equivalent of full-time should be indicated (eg. $\frac{1}{2}$ or $\frac{3}{4}$) or the average hours per week for hourly paid appointments.
- Please list employment within educational establishments separately from previous employment in other organisations.
- If there are any gaps in your employment history please account for these in the relevant section. This may include sabbaticals, voluntary work, child rearing, periods of unemployment.

Health

- Prior to formal appointment, the successful applicant will be required to complete a confidential statement of medical history and may be required to undergo a medical examination.
- Appointment will be conditional upon receipt of a satisfactory medical assessment.
- Please state the number of days you have had off work through sickness absence in the last **two** years and on how many separate occasions:

Equal Opportunities Monitoring Form

West Herts College encourages Equality and Diversity. The College is committed to ensuring that no job applicant or employee receives less favourable treatment on the grounds of ethnicity, colour or national origin, gender, marital status and family circumstances, disabilities and learning difficulties, criminal record, trade union membership and activity, age, socio-economic background, religious or political beliefs or sexual orientation. Recognising the need for positive role models, in pursuit of its Equal Opportunities policy the College welcomes applications from members of under-represented groups.

It is essential to monitor the effects of the College's equal opportunities policy as far as possible to ensure that no group of people is being treated unfairly, to identify areas of under representation and to assess those areas where positive action is needed. The information you provide will be invaluable in shaping our future policies.

The information you give will be strictly confidential to the Human Resources department and will not be seen by the shortlisting or selection panel. Applications will be judged solely on the basis of merit. You are not obliged to answer any of the questions, but you will appreciate that for monitoring to be wholly effective, we hope to have a 100% response. If you do not wish to answer any questions this will not affect your application in any way.

Interview Arrangements

Where possible the proposed date of interview will be given in the job application pack. All interviews are conducted by a panel of at least two people. Please note that where an interview date is given, it may not always be possible to arrange an alternative date.

Convictions and "Spent" Convictions of a Criminal Nature

Due to the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975 or 1986. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau (CRB) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions including 'spent' convictions. The fact that a conviction has been recorded against you will not necessarily debar you from consideration for appointment. Any information given will be completely confidential and will be considered only in relation to the particular post you have applied for on this occasion.

Acknowledgement of Receipt of your Application

It is College policy only to notify candidates who have been shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful.

If you require any additional information at any stage of the application process please do not hesitate to contact a member of the Human Resources department on 01923 812587 or by email to jobs@westherts.ac.uk.

Please send completed forms to:

Human Resources Department, West Herts College, Watford Campus, Hempstead Road, Watford WD17 3EZ