



INVESTOR IN PEOPLE



APPLICATION FOR EMPLOYMENT

Post applied for:

HR Use only

Post Number: _____

Shortlist: week commencing _____

Candidate Number: _____

Interview: week commencing _____

Please Complete This Form In Black Ink or Typescript

Personal Details

Surname:	Title: Drop down menu
First Name:	Maiden Name/Previous Forename/Surname:
Other names(s):	
Home Address:	Telephone Numbers: Home: Mobile: Work:
Post Code:	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:	National Insurance Number: DfES Number: QTS : (for teaching staff only) Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a British Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If no :- You will be asked for proof of your right to work in the UK before starting work with Yeovil College.</i>
Nationality:	Are you a current member of staff? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you need a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, do you hold one? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, are you a student? Yes <input type="checkbox"/> No <input type="checkbox"/>
Next of Kin:	Relationship to candidate:
Address:	Work No: Home No:

References

Please give details below of two referees, one of whom should be your most recent employer and have direct knowledge of your work. If your most recent employer is an FE/Sixth Form College and you are applying for a full time lecturing post, one of your referees **must** be the Principal of the College.

Name:	Name:
Title/Relationship to candidate:	Title/Relationship to candidate:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Present or Most Recent Employment

Employment status (tick as appropriate)

Full-time

Part-time

Employed

Self-employed

Permanent

Temporary

Name of Employer:

Address:

Post Code:

Telephone No:

Job Title:

Date Started:

Date left:

(if applicable)

Salary:

Benefits:

Notice required:

Reason for leaving/or having already left post:

Please describe the role and your responsibilities:

What has been your major achievement in this role?

Why are you applying for this post in Yeovil College?

Further Information in Support of Your Application

You should provide us with an outline of how your skills, experience and qualifications match the job description and person specification:

Please continue on another piece of paper if necessary and attach.

Your Availability

Please indicate dates when you will not be available for interview during the 6 weeks following the closing date. Although we will endeavour to take into consideration any dates given this can not always be guaranteed.

Employment History

Please start with your most recent employment and work backwards giving a brief outline of roles and responsibilities. (Continue on a separate sheet if necessary.)

Name of employer	Job title (roles and responsibilities)	Dates from - to	Reason for leaving

Education, Training & Qualifications

Please start with the most recent and work backwards:

School/College/University/ Learning Centre	Examinations and Qualifications passed: Please state level and subject. You must include English and Maths. Please indicate the grade/level held for both. If you do not hold a qualification in Maths and/or English, mark 'none held' in the grade box.	Date awarded:	Grade:

Learning and Development

Please provide details of learning, training or development you have done in the past 5 years and any you are currently doing:

Membership of professional bodies

Professional Body:

Membership/Grade:

Research, Consultancy and Publication

Please provide details:

Qualifications and experience		
PLEASE TICK APPROPRIATE BOX(ES) IN EACH COLUMN:		
HIGHEST QUALIFICATION (1 ONLY):	TEACHER TRAINING (1 OR MORE AS APPROPRIATE):	TRAINING TO TEACH STUDENTS WITH LEARNING DIFFICULTIES:
FOUNDATION LEVEL (4GCSES D-G) <input type="checkbox"/>	BED/BA/BSC WITH QT STATUS <input type="checkbox"/>	
INTERMEDIATE LEVEL (4GCSES A-C) <input type="checkbox"/>	CERTIFICATE IN EDUCATION <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
ADVANCED LEVEL (2A LEVELS/OND) <input type="checkbox"/>	FOUNDATION (C&G 7306) <input type="checkbox"/>	
HIGHER TECHNICAL (HND/HNC) <input type="checkbox"/>	INTERMEDIATE (C&G 7306) <input type="checkbox"/>	
PROFESSIONAL – DEGREE <input type="checkbox"/>	PGCE <input type="checkbox"/>	
	OTHER <input type="checkbox"/>	
NO FORMAL QUALIFICATIONS <input type="checkbox"/>	NO TEACHING QUALIFICATIONS <input type="checkbox"/>	

Declaration
<p>I understand that I may be asked to provide evidence of any academic or professional qualifications listed in the application form.</p> <p>I declare that all the information given by me on this application form and on any attached pages is to the best of my knowledge accurate and true. I give my consent to Yeovil College making such reasonable enquiries as it thinks fit in respect of the information and details given.</p> <p>I understand that if the information given is found to be materially incorrect, Yeovil College will be entitled to terminate my employment without notice.</p> <p>I understand that under the Data protection Act 1999, the information in this application and any additional information supplied to or obtained by Yeovil College separately (in relation to my application, selection or employment) may be held on computer or manual file. If my application is unsuccessful it may be retained for up to 6 months after the vacancy has been filled. It may be used for the purposes of management information.</p> <p>For candidates who submit an unsigned application form by email it is assumed that you are agreeing to this declaration.</p> <p>Signature: _____ Date: _____</p>

Thank you for completing this application form
<p>Please send completed forms remembering to enclose forms containing additional information to:</p> <p>HR Department, Yeovil College, Mudford Road, Yeovil, Somerset, BA21 4DR</p> <p>Tel: 01935 845453 Email: HR@yeovil.ac.uk</p>

ADDITIONAL INFORMATION

Equal Opportunities Monitoring Form

Yeovil College strives to be an equal opportunities employer and welcomes applications from all people, regardless of their ethnic or national origin, gender, sexual orientation, religion, age, marital or disabled status. At all times Yeovil College will seek to recruit and select the best person for the job, on the basis of skills, abilities and experience. The information on this page will help us to monitor the implementation of our equal opportunities policy and to ensure its effectiveness.

The information on this form is CONFIDENTIAL and will be separated from your main application form BEFORE short listing takes place.

PERSONAL DETAILS

Post applied for:

How did you hear about this job?

Surname:

First Name:

Are you Male Female

Date of Birth:

ETHNIC ORIGIN

Questions about Ethnic origin are not about citizenship or where you were born. They refer to colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.

What is your ethnic group? Please select the appropriate description from the drop down menu below:

Other please specify:

Criminal Records Bureau - Disclosure

A CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. THE COLLEGE FOLLOWS THE CRIMINAL RECORDS BUREAU CODE OF PRACTICE, WHICH IS AVAILABLE UPON REQUEST.

Have you ever been convicted of a criminal offence? Yes No

Are there currently any outstanding charges against you? Yes No

If you answered 'yes' to either question, please provide details (offence, judgement and date) on a separate sheet and attach to your application in a sealed envelope marked 'Confidential'.

A member of the personnel team will read the disclosure made and details will be kept confidential to the Personnel Department. You may be asked to provide further information to the Personnel team. The most senior manager involved in the recruitment process will be informed an incident has taken disclosed, but no detail will be given. The manager will be bound by the Code of Practice to keep this information confidential.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by employers, to provide information on applicants for jobs which are exceptions to the Rehabilitation of Offenders Act 1974. The role for which you are applying involves substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

DISABILITY DISCRIMINATION

Disability, under the Disability Discrimination Act 1995, is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out their normal day-to-day activities.

Do you have a disability? Yes No

Please give details:

Please tell us if:

- there are any reasonable adjustments we can make to assist you in your application: for example to assist you should you be called for interview (e.g. car parking, access to buildings, equipment, etc)

- there are any reasonable adjustments we can make to the job itself to help you carry it out

Absence history – how many days have you taken off work over the past year due to leave of absences and sickness (approximately)?

INFORMATION GIVEN ON DISABILITY WILL NOT BE DISCLOSED TO THE INTERVIEWING PANEL.

DATA PROTECTION ACT 1999 – THE INFORMATION ON THIS SHEET MAY BE KEPT ON PAPER BASED AND COMPUTER SYSTEMS FOR SUCCESSFUL CANDIDATES. IT WILL BE USED TO MONITOR THE EFFECTIVENESS OF OUR EQUAL OPPORTUNITIES POLICIES AND WILL BECOME PART OF THE RECORD OF AN UNSUCCESSFUL APPLICANT FOR THE DURATION OF 6 MONTHS AFTERWARDS. AS SUCH IT WILL BE USED FOR MONITORING PURPOSES.