



Changing lives through learning

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Confidential Application for Employment

Please read our guidance notes before completing this form

1. Personal Details		
Application for the post of:	Are you ISA Registered? YES / NO <small>(delete as appropriate)</small> If yes please give ISA number:	
Family Name/Surname:	First Name(s):	Title:
Address:	Mobile telephone number:	
	Email address:	
	National Insurance no:	
Post code:	Date of Birth <small>(see guidance notes)</small>	
Home telephone number:	For teaching posts only: GTC/IFL registration no:	
Work telephone number:	Do you have Qualified Teacher Status? YES / NO <small>(delete as appropriate)</small> DCSF no:	
May we contact you discreetly at work? YES / NO <small>(delete as appropriate)</small>		
Have you applied to work for us previously? YES / NO <small>(delete as appropriate)</small> If yes, when and for which post:		
Working in the UK Are you eligible to work in the UK? YES / NO <small>(delete as appropriate)</small> <i>(Please note that you will be required to provide evidence of this)</i>		
Positive about disabled people The College uses the 'Double Tick' symbol which means we are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. Please state if there are any arrangements you would like us to make to assist you, if you are called for an interview.		

2. Present or most recent employment

Name and address of employer:	<i>For teaching posts only</i> Type of institution: Size of school or college: (Number of students)
Job title:	Annual salary: Scale/grade
Date of appointment:	Date of leaving: (if applicable)
Full time or part time:	Period of notice required:
Please describe the responsibilities of your present/most recent job:	
Reason for leaving/wanting to leave:	

3. Previous employment history (with most recent first without leaving any gaps)

Please give details of all previous employment since leaving full time education. If you have had a period where you were not in paid employment (other than to study or to do voluntary work which may be detailed elsewhere on this form) please give details e.g. caring responsibilities.

From	To	Name and address of employer	Description of post	Reason for leaving

4. Other experience (paid or voluntary)

From M/Yr	To M/Yr	Details

5. Secondary, Further and Higher Education

School/College/University attended (most recent first)	Dates		F/P time	Qualifications and grades: (including class of degree)
	From	To		

6. Continuing Professional Development (within the last 3 years)

Please list any relevant training courses you have attended with awards if appropriate.

Date	Details

7. Membership of Professional Institutions

Name of Body	Membership Status	Date awarded

8. References

Please give details of two people to whom we can apply for references concerning your suitability for this post. One of the referees should be your current (or most recent) employer. If you are in, or have just left, full time education please give details of your course tutor. If you do not wish us to contact a referee **prior to interview**, please put an 'x' in the box next to the name.

Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Job title:	Job title:
Work relationship:	Work relationship:
Address:	Address:
Post code: Telephone:	Post code: Telephone:
Email address:	Email address:

All job offers are subject to the receipt of two satisfactory references

9. Disclosure of Criminal Background

All posts at the College are exempted under the Rehabilitation of Offenders Act 1974. All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are 'unspent' and/or any pending prosecutions.

Do you have any criminal convictions, cautions, bindovers or prosecutions pending: **YES / NO** (delete as appropriate)
If Yes, please give details: if you wish, these may be given in confidence to the Principal in a sealed envelope. You must declare all convictions and if offered the post the College will carry out a Criminal Record Bureau check.

10. Declaration of Interest

Do you know any member of the College's Governing Body or member of staff? **YES / NO** (delete as appropriate)
If yes, please state relationship: (NB: Canvassing by, or on behalf of applicants will lead to immediate disqualification)

11. Declaration

I certify that to the best of my knowledge the information in this application is a true and accurate record. 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 and dismissal. If I am invited for interview, I give consent for my ISA status to be checked. If my application is successful, I permit a CRB check for criminal convictions/cautions to be made and my ISA status to be monitored. I agree to BHASVIC processing personal data contained in this form, in compliance with the Data Protection Act 1998, for employment vetting, monitoring and funding purposes and providing data to College agents to support pension and payroll provisions.

Signed*:

Date:

(type name if submitting electronically)

*If you are submitting this form electronically then you should note that in the absence of this signature the emailing of this application constitutes your personal certification that the details are correct.

This information will form part of the **personal confidential record** of the **successful candidate**.
For unsuccessful candidates all documents relating to recruitment are kept for 6 months and then destroyed.