Confidential Application for Employment

**Please read our guidance notes before completing this form**

**PART 1**

This section will be removed prior to shortlisting and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.

1. **Personal Details**

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| Title: |
| First name(s): |
| Family Name/Surname: |
| Known as: |
| Date of birth: |
| Email address: |
| National Insurance no: |
| Address & post code: |
| Mobile telephone number: |
| Home telephone number: |
| Have you applied to work for us previously? **YES  NO**  If **YES**, when and for which post: |
| Are you eligible to work in the UK? **YES  NO**  (Please note that you will be required to provide evidence of this) |
| **For teaching posts only:**  Do you have Qualified Teacher Status (QTS)? **YES  NO**  If **YES**, please provide your Teacher **Ref no**:  If NO do you have a Level 5 Teaching Qualification or equivalent? **YES  NO** |

1. **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. Please provide two references from two separate organisations. 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 & Surname:  Job Title:  Work relationship:  Company’s name:  Company’s Address:  Email address:  Telephone number: | Name & Surname:  Job Title:  Work relationship:  Company’s name:  Company’s address:  Email address:  Telephone number: |

1. **Disclosure of Criminal Background**

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| Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013): **YES  NO**  Please visit [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) for further information  If **YES,** please complete a criminal background self-disclosure form which can be found on the current vacancies page of the BHASVIC website. You must disclose any convictions etc. in accordance with current guidance and if offered the post the College will carry out an enhanced Disclosure & Barring Service check. |

1. **Declaration of Interest**

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

1. **Recruitment Monitoring Form**

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| **Q1. PERSONAL DETAILS** | |
| **Age** Choose an item. | **Gender or gender identity:**  Male  Female  Prefer not to say  Prefer to self-identify as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Q2. ETHNICITY: Please tick one of the boxes below** | | | |
| **White** | | **Black or Black British** | |
|  | British/English/Welsh/Scottish/Northern Irish |  | African |
|  | Irish |  | Caribbean |
|  | Gypsy or Irish traveller |  | Any other Black background |
|  | Any other White background |  | |
| **Asian or Asian British** | | **Mixed** | |
|  | Indian |  | White and Asian |
| Pakistani | |  | White and Black African |
| Bangladeshi | |  | White and Black Caribbean |
| Chinese | |  | Any other mixed background |
| Any other Asian background | |  |  |
| **Other ethnic background (please specify)** | | **Prefer not to say** | |
|  | Arab |  |  |
|  | Any other ethnic background |  |  |

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| **Q3. SEXUAL IDENTITY: Please tick one of the boxes below** | | | | | |
|  | Bisexual |  | Gay |  | Heterosexual/Straight |
|  | Lesbian |  | Other |  | Prefer not to say |

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| **Q4. RELIGION: Please tick one of the boxes below** | | | | | |
|  | Buddhist |  | Christian |  | Hindu |
|  | Jewish |  | Muslim |  | None |
|  | Prefer not to say |  | Sikh |  | Other (please specify below) |
|  | | | | | |

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| **Q5. DISABILITY: Please tick one of the boxes below** | |
| Disability is defined in the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. | |
| Do you consider yourself to have a disability or long-term health related issue? | Yes No |
| If yes, please give brief details below: | |

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| **Q6. Where did you see this post advertised?** |
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1. **Declaration**

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| 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 my application is successful, I permit a DBS check for criminal convictions/cautions etc. to be made.  **Data Protection**  For successful candidates, on commencement of your employment you will be issued with a privacy notice for staff which details the data we will hold about you, how we store it and what we do with it.  For unsuccessful candidates, all documents relating to recruitment are kept for **6 months** and then destroyed.  **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.** |