Confidential Application for Employment

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

**PART 2**

This section will be used as part of the shortlisting process. There are 3 sections in PART 2. Your application should include the following:

1. **A completed application form**
2. **A Personal statement:** please refer to the ‘how to apply’ section of the job details for guidance on what should be included in your personal statement.
3. **A covering letter,** no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed.

**Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.**

**Only initials will be used on the application form, personal statement and cover letter submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use ‘Z’ between the first letter of your name and surname (i.e. LZO for Linda Owen).

*(start with your application overleaf)*

# Application form

|  |
| --- |
| Application for the post of:  |

|  |
| --- |
| **INITIALS ……….**Only initials will be used on the application form submitted to the shortlisting panel. Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use ‘Z’ between the first letter of your name and surname (i.e. LZO for Linda Owen).  |

|  |
| --- |
| **Present or most recent employment**  |
| Name and address of employer:  | For teaching posts only Type of Institution: Size of School or College (Number of Students): |
| Job title:  | Annual salary (Scale/Grade):  |
| Date of appointment (DD/MM/YY):  | Date of leaving (DD/MM/YY) (if applicable):  |
| Full time (FT) or part time (PT):  | Period of notice required  |
| Please describe the responsibilities of your present/most recent job: Reasons for leaving/wanting to leave:  |

|  |
| --- |
| 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.  |
| Name and address of employer:Dates of employment from/to (DD/MM/YY):Description of the post:Reasons for leaving:  |
| Name and address of employer:Dates of employment from/to (DD/MM/YY):Description of the post:Reasons for leaving: |
| Name and address of employer:Dates of employment from/to (DD/MM/YY):Description of the post:Reasons for leaving: |
| Name and address of employer:Dates of employment from/to (DD/MM/YY):Description of the post:Reasons for leaving: |
| Name and address of employer:Dates of employment from/to (DD/MM/YY):Description of the post:Reasons for leaving: |
| Name and address of employer:Dates of employment from/to (DD/MM/YY):Description of the post:Reasons for leaving: |

|  |
| --- |
| Other Experience (paid or voluntary) |
| **From:****(DD/MM/YY)** | **To:****(DD/MM/YY)** | **Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Secondary, Further and Higher Education |
| **School/College/University attended (most recent first)** | **Dates** | **F/P time** | **Qualifications and grades:****(including class of degree)** |
| **From:****(DD/MM/YY)** | **To:****(DD/MM/YY)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Continuing Professional Development (within the last 3 years) |
| Please list any relevant training courses you have attended with awards if appropriate. |
| **Date****(DD/MM/YY)** | **Details** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Membership of Professional Institutions |
| **Name of Body** | **Membership Status** | **Date awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Personal Statement *(Please use only your initials)*

Please refer to the ‘how to apply’ section of the job details for guidance on what should be included in your personal statement.

# Cover letter *(Please use only your initials)*

Please write a covering letter,no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed.