



APPLICATION FOR EMPLOYMENT

Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all

Please return the completed form to:
Human Resources, Telford College
Haybridge Road, Wellington, Telford, Shropshire, TF1 2NP

Tel: 01952 642200 email: jobs@telfordcollege.ac.uk

Position:

Closing Date:

Personal Details

Preferred title (Ms, Miss, Mrs, Mr, other please state)

Surname

Forenames

Address for correspondence:

Telephone numbers:
Home:

Work:
(May we contact you on this number) Yes No

Mobile:

Post Code:

Email address:

Do you hold a current full driving licence? Yes No

Do you own or have access to a vehicle? Yes No

Licence Number:

Expiry Date:

Employment Details

Present/most recent employment

Post title:

Full time Part time

Name and address of employer:

Date appointed to present post:

Date of leaving:

Period of notice required:

Current salary and other benefits:

Please give a brief summary of the main duties and responsibilities of your current/most recent post:

Reason for leaving/seeking alternative employment:

Have you undergone a CRB check with this employer?

Yes No CRB No:

.....

Employment History

Please give a chronological list of your previous work situations starting with the most recent. Please also include details of unpaid or voluntary work. If necessary please continue on a separate sheet.

Name and address of employer	From	To	Title and Brief outline of duties (Please indicate if this role involved working with children or young adults. If part-time please indicate number of hours worked.) Please also state your reason for leaving this employment.
	mm/yy		

Please explain any gaps in employment:

Education and Training

Education, training and qualifications

In this section we are interested in your previous and current education, training and qualifications. Please provide the most current first and give details of secondary schools, colleges and universities you have attended. We will require evidence of your qualifications if you are invited through to the selection stage.

School, College, University	From	To	Course and subject taken (full or part-time)	Qualification gained (including grades)
	mm/yy			

Continuing Professional Development

If you have recently attended any short courses relevant to your current work or to the post for which you are applying please give details.

Training/Courses	From	To	Qualification Gained <i>(if applicable)</i>

Professional membership

If you have current membership of a professional organisation i.e. IFL, GTC, please provide appropriate details below.

Membership description

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Supporting Information

This section requires you to provide any additional relevant information that directly supports your application.

Teaching Posts

If you are applying for a post which includes teaching duties, please provide details of the subjects and the level you are able to teach and the experience you have of teaching these subjects.

Teaching Qualification *(if applicable to the role)*

QTS

QTLS

DFE Reference No.

Title	Date	Location

References

Please provide details of two referees who are in a position to provide relevant comments on your work performance. Where you are not currently working with children or young adults but have done so in the past please provide a reference from that employer.

Referees will normally be approached prior to interview.

Professional Reference (current employer; if not currently employed please use your most recent employer)	Professional Reference (previous employer)
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
email address:	email address:
In what capacity do you know the above?	In what capacity do you know the above?
Can we contact this referee without further reference to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact this referee without further reference to you? Yes <input type="checkbox"/> No <input type="checkbox"/>

Rehabilitation of Offenders Act 1974

Have you any current or previous convictions, cautions reprimands, bindovers or final warnings?

Yes No

If yes, please give details

All posts at Telford College are exempt from the provision of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the college. Having a criminal record will not necessarily bar you from working with us; this will depend on the nature of the work you have applied for and the circumstances and background to your offence. Telford College has a written policy regarding the recruitment of ex-offenders which is available on the College Website. Any information given will be treated as completely confidential and will be considered only in relation to this application.

Right to work/reside in the UK

In which capacity are you eligible to work/reside in the UK (*please tick*)

- British Citizen Citizen of the European Economic Area
 Eligible to live and work in the UK Right to remain

If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit

If you progress to the interview stage you will be required to produce documentary evidence of your right to reside and work in the UK under the terms of the Asylum and Immigration Act 1999.

Safeguarding

Telford College has legal responsibilities regarding safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced criminal record check via the Disclosure and Baring Service.

It is essential that all employees of the college are suitable to work with children and vulnerable adults; therefore we request you please consider carefully the questions below:

- Have you ever been disqualified / banned from working with children or vulnerable adults or subjected to sanctions imposed by a regulatory body?
 Yes No
- Been convicted of any offence against a child or vulnerable adult?
 Yes No
- Had a child or vulnerable adult removed from your care by the order of a court?
 Yes No
- Have you ever been the subject of any proven/unproven investigation(s), complaint(s), disciplinary(s) or the like in relation to your work with children or vulnerable adults, or because of inappropriate behaviour towards a child or vulnerable adult which may have harmed them or put them at risk whether in a paid or voluntary capacity?
 Yes No

Please provide further information if you have answered yes to any of the above questions. You may wish to provide documentary evidence if available.

Please select as appropriate

I confirm that there are no reasons to prevent me from working with children or vulnerable adults.

General Data Protection Regulations

The Data Protection Act (1998) aims to ensure that all organisations who collect, process and store information about individuals do so correctly (i.e. people about whom information is collected know of its existence and how to correct it if it is wrong).

As part of the Telford Colleges management processes, and in order for Telford College to process your application further, we need to collect, process and store the information about you as contained within the application form.

If an applicant is not appointed, then his or her information will be destroyed after one year.

If an applicant is appointed to the post, Telford College will maintain his or her information. The College will maintain this for pay, contract and management purposes. Information will be held on computer and on paper.

Monitoring

The college seeks to provide equality of opportunity to all learners and employees.

To ensure that our single equalities policy remains effective, monitoring of all applications is carried out. As part of the monitoring, the College seeks the co-operation of all applicants by the completion of the enclosed monitoring form. The information that you provide will form part of a confidential statistical record which will not be used for any purpose other than the analysis of the implementation of college’s equality and diversity scheme.

Declaration

I hereby declare that to the best of my knowledge the information given in this application is correct. I understand that any false or misleading information given in this application may lead to my dismissal. I also understand that I must not, under any circumstances, attempt to influence any member of the governing body or staff concerning my application for employment.

Signed:
(Please use
Fill & Sign)

Print Name:

Date:



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Monitoring Form

Vacancy Number: _____ **Applicant Number:** _____

Telford College recognise the benefits of having a diverse workforce and therefore welcomes applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, Telford College is required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

Preferred Name _____

Preferred Title _____

Legal Name _____

To include First names(s) and surname

Previous Name(s) _____

To include First names(s) and surname

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

Please state your date of birth: DD/MM/YY

Please indicate your gender

- Male Female I do not wish to disclose this

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin

Please indicate your ethnic origin

White

- British
- Irish
- Other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian background

Black or Black British

- Black Caribbean
- Black African
- Other Black background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed Background

Chinese or Other

- Chinese
- Other Chinese background

Nationality: _____

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

Please indicate the option which best describes your sexual orientation

- Lesbian Gay Bisexual
- Heterosexual I do not wish to disclose this

The Equality Act 2010 protects people who are married or in a civil partnership. Please indicate the option which best describes your marital status

- Single Married Civil Partnership Divorced
- Widowed Legally Separated Prefer not to say

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

Please indicate your religion or belief

- Atheism Buddhism Christianity Hinduism
- Islam Jainism Judaism Sikhism
- Other I do not wish to disclose this

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia

Do you consider that you have a disability?

- Yes No Do not wish to declare

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.

- Physical impairments Sensory impairments
 Mental health condition Long Standing Illness
 Learning Disability/Difficulties Long-term medical condition or illness
 Other

If you are willing to please provide further details:

If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable

Please details any adjustments that the college can make to help you attend and fully participate during the selection process?

Advertising

To enable us to monitor the effectiveness of our advertising please inform us where you heard about this position.

- Blue Octopus TES online
 Friend New College Website
 Shropshire Star Online Express and Star Online
 FE Jobs/eteach Other – please give details below

Relationships

Please can you advise if you are related to or have a relationship with any employee of Telford College, stating the nature of the relationship.

Thank you for completing this form. Please return it with your application