

APPLICATION FORM



Central College
Nottingham

Application for Position of: Post Ref No:

Post Location:

PERSONAL DETAILS

Preferred Title: Surname: First Name(s):

Address:

Postcode: Are you, or have you been, known by any other name? Yes No If yes, please give details

Home Phone No: Work Phone No:

Mobile Phone No: Email Address:

Are you eligible to work in the UK? Yes No
(Relevant documents will need to be provided as part of the recruitment process)

National Insurance No:

PRESENT/MOST RECENT EMPLOYMENT

Name and Address of present employer:

Nature of employers' business:

Job title:

Date appointed: Notice required or date left:

Annual salary: Other benefits:

Full or part time: Reason for change:

Please provide a brief description of your main duties and responsibilities:

If you have more than one employment, please attach these supplementary details separately, following the format of this form.

EMPLOYMENT HISTORY (starting with most recent first)

Employer (if employed by an LEA, give LEA and school/college)	Job Title	Dates		Reason for Change
		From MM/YY	To MM/YY	

Continue on a separate sheet if necessary; you may wish to use this section to explain gaps in your employment history.

EDUCATION AND TRAINING

SECONDARY EDUCATION

Dates		School(s) Attended	Qualifications Gained and Grade Obtained
From MM/YY	To MM/YY		

FURTHER/HIGHER EDUCATION

Dates		Name of Establishment	Main Subject Area	Type and Class of Award eg Hons II(ii)	Date of Award
From MM/YY	To MM/YY				

DETAILS OF TEACHING QUALIFICATIONS

Qualification Held	Primary Secondary or Further	Age Range Trained	Date of Award

Main Teaching Subjects:

Subsidiary Subjects:

PROFESSIONAL AND VOCATIONAL QUALIFICATIONS

Organising Body and Course Title	Qualification or Level Gained	Dates	
		From MM/YY	To MM/YY

MEMBERSHIP OF PROFESSIONAL/VOCATIONAL BODIES

Name of Body	Type of Membership	Date Obtained

SKILLS AND EXPERIENCE

Please detail why you are interested in the post and clearly specify the skills and experience you can bring to this role ensuring that you address the criteria contained in the person specification. You may wish to type and attach this section separately.

SKILLS AND EXPERIENCE continued from previous page

REFERENCES

Title:	<input type="text"/>	Title:	<input type="text"/>
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

It is the college's policy to request two written references in respect of each new recruit and to make all offers of employment conditional upon those references being satisfactory to the college. These references should be your last two employers and normally no offer of employment will be made without reference to both. If you have not previously been employed then Head Teachers, Lecturers or other persons who can authoritatively comment on your educational background and personal qualities are acceptable referees. Human Resources will be responsible for obtaining references.

GENERAL

Do you have a current driving licence?

Do you own a car?

Are you related to any college employee? Yes No

If yes, please provide details:

RECRUITMENT APPEALS PROCEDURE

Any applicant who considers that they have been unfairly treated at any stage of the recruitment and selection process should make a formal, written complaint to the Head of Human Resources within 3 weeks of the closing or interview date. Please state the grounds on which it is considered the unfair treatment has occurred.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

This post will potentially have contact with children and vulnerable adults and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of any offer of employment. Having a criminal record will not automatically bar an applicant from working for the college; this will depend on the nature of the position and the circumstances of the offence.

HEALTH/MEDICAL DETAILS

Once a formal offer of employment has been made, applicants will be required to complete a confidential statement of medical history and may be required to undergo a medical examination.

DATA PROTECTION ACT

The information you provide on this form will be used for recruitment and selection purposes only. If your application is not successful your details will be confidentially stored for a period of one year. If you require access to this information, or wish to request that it is not retained, please contact the Human Resources team. If your application is successful your personal details will be confidentially retained and will be used only for matters relating to your employment.

DECLARATION

I declare that:

To the best of my knowledge and belief, the information contained on this form is accurate. I understand that providing false information is an offence and could result in the application being rejected or summary dismissal, and potentially referral to the police or relevant agency.

I am not on either the ISA's barred Children's List or Vulnerable Adults List.

I am not disqualified from working with children or subject to sanctions imposed by regulatory bodies.

I am aware that it is a criminal offence to knowingly not declare such information.

I have no convictions, cautions, or bind-overs, or I have attached details in a sealed envelope marked confidential or emailed to confidentialhr@centralnottingham.ac.uk.

Signed:

Date:

Your completed application, together with supporting documents, should be returned to:

Human Resources Department
Central College Nottingham
High Road
Chilwell
Beeston
Nottingham NG9 4AH

Alternatively, you can save this document and email it to vacancies@centralnottingham.ac.uk



INVESTOR IN PEOPLE



COMMITTED
TO EQUALITY
EMPLOYER