

Employment Application Form



North Nottinghamshire
COLLEGE



Applications will only be considered from candidates who complete ALL sections of this form

Recruitment and Selection Monitoring Information

North Nottinghamshire College, together with recognised Trade Unions, is proud to be part of a multi-cultural community and we are committed to the development of positive policies to promote equal opportunities in employment for all. We value diversity and aim to ensure that all employees, learners and visitors are treated as individuals, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexuality, trade union activity, unrelated criminal convictions, socio-economic background or other relevant distinction.

The information below is confidential and will be used only to monitor the effectiveness of this policy and form part of the personal confidential record of the successful candidate.

Post applied for: _____

Title: Mr Mrs Miss Ms Other (please state) _____

Forename(s) _____ Surname _____

Are you or have you ever been known by any other name(s) Yes No If yes, please give details _____

Sex: Male Female Marital Status _____

Date of birth: Nationality: _____

Age: 16-25 26-35 36-45 46-55 56 and over

Ethnic Origin: I consider my ethnic origin to be:

ASIAN/ASIAN BRITISH	MIXED	WHITE	BLACK/BLACK BRITISH
Bangladeshi <input type="checkbox"/>	White/Asian <input type="checkbox"/>	British <input type="checkbox"/>	African <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>	Irish <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Indian <input type="checkbox"/>	White/Black African <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
Chinese <input type="checkbox"/>	Other Mixed <input type="checkbox"/>		
Other <input type="checkbox"/>			

Any other not already mentioned: _____

Disability: Do you consider yourself to have a disability? Yes No

If Yes, are you: Registered Non Registered

Registered Disabled Person's Number (if applicable) _____

Are there any particular requirements that are necessary in order for you to:

(1) Attend the interview _____

(2) Undertake this employment _____

The College operates a recruitment appeals procedure. If you consider that you have been unfairly treated, send details including post applied for and a brief outline of your complaint within 14 days of the closing date to:

The HR Director, North Nottinghamshire College, Carlton Road, Worksop, Nottinghamshire S81 7HP

The information from this application form will be stored on a computer system and used in accordance with the Data Protection Act 1984 and 1998.

3 Previous Employment (MOST RECENT EMPLOYER FIRST)

From a safe guarding perspective, you are required to provide full details of dates employed and explain any breaks in employment.

Dates		Employer	Post	Grade/ Salary	Full/ Part time	Reason for Change
From	To					
Continue on a separate sheet if necessary						

4 References

Please provide details of two referees below. Wherever possible one of the referees must be your present or most recent employer and no offer of employment will be made without reference to him/her. If you have not previously been employed, the Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Name: _____

Position: _____

Address: _____

_____ **Postcode** _____

Telephone No: _____

Email: _____

Name: _____

Position: _____

Address _____

_____ **Postcode** _____

Telephone No: _____

Email: _____

Do we have your permission to approach the above prior to interview Yes No

If you are related to any College employee, manager or governor please give details:

5 Education and Training (PLEASE DETAIL ALL TRAINING UNDERTAKEN AND ALL QUALIFICATIONS GAINED)

From	To	Name of School, College, University etc attended	Qualifications gained/ examinations passed	Grade

*You will be required to provide original certificates at the interview

6 Membership of Professional/Vocational Bodies

Name of Body	Type of Membership	Date Obtained

7 Periods of Unpaid Activity (EG RAISING A FAMILY, UNPAID VOLUNTARY WORK)

	Dates	
	From	To

Attach additional sheets if necessary

8 Additional Information

You may wish to include additional information in support of your application. This should be brief but in any case no more than four sides of A4 paper. This additional information should include evidence of how you meet the essential and desirable criteria of the role, why you are interested in the position and how you believe the College's values fit with your own values.

Continue on a separate sheet if necessary

9 General

Do you have a current clean driving licence Yes No Do you own a car? Yes No

Where did you see the advertisement for this job? _____

Have you ever been subject to disciplinary action? Yes No

10 Safeguarding Children and Vulnerable Adults: DISCLOSURE OF CRIMINAL BACKGROUND

The College is required under joint Home Office and DfES Circulars to check the Criminal background of those employees whose jobs presently or potentially give them access to children or vulnerable adults. As a consequence you will be asked to provide details of any criminal record and to give permission for checks of convictions and cautions to be made through enhanced CRB Disclosure before commencement of employment with the College.

Unless documentation provided in this application pack states to the contrary, this post is exempt from the provisions of Section 4(b) of the Rehabilitation of Offenders Act by virtue of the Rehabilitation 1974 (Exceptions) Order 1975 because of the nature of the work involved. If you have received any convictions, which for other purposes are or may be 'spent' under the provisions of the Act, you are not entitled to withhold information and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the College. The fact that an applicant has a criminal record will not necessarily prevent them from being employed. Any information given will be held in confidence and will be considered only in relation to your application for a position to which the Order applies.

Have you ever had any convictions that you are, or may be obliged to disclose? Yes No

If Yes, give details (continue on a separate sheet if necessary) _____

11 Declaration

I declare that, to the best of my knowledge and belief, the information contained on this form is accurate. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm I have read and understood the above statements

Signed: _____ Date: _____

Your application should be returned by the closing date to:

The HR Department, North Nottinghamshire College, Carlton Road, Worksop, Nottinghamshire, S81 7HP