

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

If you require this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, please contact Human Resources. Examples are a format in Braille, large print or submission via tape recording. This will in no way be detrimental to your application.

1. Application Form

Position applied for

2. Prepared to Work

Full time Part time

3. Personal Details

First name

Last name

Address

Telephone numbers

Private

Mobile

Email Address

Have you previously worked for Derwen College?

Yes No

If yes, give details

4. Secondary Education

School name/address

Examinations (subject/result, etc)

5. Further Education and Training

University/College

Type of course

Subjects

Qualification or class of degree

6. Occupational Qualifications	
College/Institute or other name	Qualification/Level
7. Membership of Professional Body e.g. IFL	
Name of Professional Body	Type of membership and number
8. Employment	
Present/last employer	<input type="text"/>
Address	<input type="text"/>
Dates of Employment	<input type="text"/>
Job title	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Reason for leaving	<input type="text"/>
Finishing pay	£ pa
Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Dates of Employment	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Reason for leaving	<input type="text"/>
Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Dates of Employment	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Reason for leaving	<input type="text"/>

Continue on a separate sheet if necessary

9. Criminal Offences

All posts at the Derwen College are exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants that are appointed will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS) before the appointment can be confirmed, This check will include details of cautions, reprimands, warnings as well as convictions and non-conviction information.

Have you ever been convicted of a criminal offence?

Yes No

If yes, give details

10. General

If offered this position will you continue to work in any other capacity?

Yes No

If yes, give details

11. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If you are successful in your application would you require permission to work in the UK?

Yes No

12. Personal Referees

Work reference — not members of your own family

Name

Address

Organisation

Telephone number

E-mail address

Work, personal or educational reference

Name

Address

Organisation

Telephone number

E-mail address

13. Additional information

Please give details of any information, that you wish to provide in support of your application. This needs to be relevant to the post applied for and identify why you think you would be a suitable candidate for this position. School/college leavers/long term unemployed may like to expand on details of any unpaid work experience/hobbies/interests or voluntary work mentioned previously. Use separate sheets if necessary, writing your name and the post applied for on each additional page.

14. Data Protection Statement

The information you have given in this application form will be used for recruitment purposes only and may be held electronically. If you are successfully appointed to a role in Derwen College, this form will be included in your manual and electronic personnel file in accordance with the Data Protection Act 1988. Unsuccessful applications will be destroyed after 6 months.

15. Recruitment Policy

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Signature

Date