

Applicants are requested to complete all parts of this form, clearly and legibly. Incomplete forms will not be considered. Completed forms should be returned to the Human Resources Department, Harrow-on-the-Hill Campus unless otherwise stated.

Post applied for:

Closing date:

Subject (if a teaching post)

Reference number:

Where did you see this post advertised?

PERSONAL DETAILS

Surname:	Title (Mr, Mrs, Dr, Miss, Ms)
Address:	Forenames:
	Date of Birth:
	Tel. No. Home:
Do you require a work permit? YES / NO	Mobile No.:
If yes, when does your current permit expire?	Tel. No. Work:
National Insurance No.:	E-Mail Address:

CANVASSING

Any candidate who directly or indirectly canvasses a Member or Senior Officer of the Corporation will be disqualified

Are you related to any existing employees or members of this Corporation?

YES / NO

If so, whom?

EMPLOYMENT

Please supply references from your current and previous employer. We will not accept references from relatives or friends. Referees may be contacted prior to interview.

Title (Mr, Mrs, Miss, Ms): Name:	Title (Mr, Mrs, Miss, Ms): Name:
Company Name: Address:	Company Name: Address:
Postcode:	Postcode:
Phone:	Phone:
Position:	Position:

EDUCATION

Please list all educational achievements, eg GCSE, 'O' level, 'A' level, NVQ, GNVQ, BTEC, City & Guilds, degree and professional qualifications and whether study was full or part-time.

If you are invited to an interview you will be required to provide proof of your qualifications.

Educational/Training Establishment	Qualifications gained (including grades) Training Courses completed	F/T or P/T Study	Date of Achievement

ADDITIONAL TRAINING

List any courses, seminars and in-service training which has not resulted in a qualification listed above that you have attended in the last 5 years but which would be of significance in helping us to assess acquired skills or knowledge relevant to the post.

Course details	Date	Duration

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Level of Membership (eg Chartered, Associate, Fellow)	Date of Membership

Are you a British sign language user? YES/NO

DFE No. (if applicable)

EMPLOYMENT HISTORY

Starting with your most recent employment, list all posts held even if they are not directly relevant to the post for which you are applying. Should you have any gaps in employment please state the reason in full. Please continue on a separate page if necessary.

Current or last Employer's name:	
Address:	
Nature Of Business:	Approximate No. of Employees:
Job Title:	Employed from: To:
Full/Part time: if part-time, no. of hours per week:	Reason for leaving:
Present Salary:	Notice Required:
Please give a brief outline of the main duties performed. Continue on a separate sheet if necessary.	

Employer's name, address & nature of business	Position held & main duties	From	To	Salary/ Grade
		Reason for leaving:		Full time <input type="checkbox"/>
				Part time <input type="checkbox"/>

Employer's name, address & nature of business	Position held & main duties	From	To	Salary/ Grade
		Reason for leaving:		Full time <input type="checkbox"/>
				Part time <input type="checkbox"/>

Employer's name, address & nature of business	Position held & main duties	From	To	Salary/ Grade
		Reason for leaving:		Full time <input type="checkbox"/>
				Part time <input type="checkbox"/>

Employer's name, address & nature of business	Position held & main duties	From	To	Salary/ Grade
		Reason for leaving:		Full time <input type="checkbox"/>
				Part time <input type="checkbox"/>

STATEMENT IN SUPPORT OF YOUR APPLICATION

All applicants are required to either complete this section, or submit a separate supporting statement. Please note that CVs will not be considered as part of any application.

Please write your statement (no more than 2 sides A4) after considering the Job Description and Person Specification that accompanied this form. Statements that specifically address the criteria in the Person Specification are particularly helpful; the information you provide will be used in the shortlisting process.

Signed

Date

SURNAME:

FORENAME:

DETAILS OF CRIMINAL CONVICTION/OFFENCES/CONDUCT

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that all convictions and offences of whatever nature (including motoring offences) and whenever they were committed must be revealed when applying for this position. Please list all such convictions or offences below.

Date of Conviction	Nature of Summons/Charge/Caution/Allegation	Court	Sentence or Order

PERMISSION FOR A CRB (CRIMINAL RECORDS BUREAU) CHECK

Working within a College environment where young adults, vulnerable adults and children attend means you will be subject to a CRB check. You are therefore required to sign below giving permission for a CRB check to be carried out. Any CRB check will be at the appropriate level for your post.

I give permission for a check of my police record.

Any Other Names Used	Used From	Used To

Date of Birth:

Signed:

Date:

Failure to complete this form will result in your application not being considered further. Similarly failure to disclose any convictions which are subsequently found by a CRB check may render your application void.

Where the information provided by the Police does not agree with that provided by you, we will, before reaching a decision whether to appoint, discuss the discrepancy with you.

The information provided by the Police will be treated in strictest confidence and will be used only to judge the suitability or otherwise of a person for the position in question. Once this had been done, the information will be destroyed.

Disclosure of a criminal offence will not automatically render someone unsuitable for employment. The College will consider the nature of the offence and when it took place in the light of the type of work applied for.

Equal Opportunities Monitoring information

We are asking for your co-operation in providing the information requested below. The College is monitoring its Recruitment and Selection process in an effort to assess the effectiveness of our Equal Opportunities Policy. **The information given will be treated in strict confidence and will only be used in the monitoring exercise**, which will help us to achieve equality of opportunity in the College's employment.

Please state your nationality

I consider my ethnic origin to be (tick box):

- | | | | |
|---|--------------------------|------------------------------------|--------------------------|
| Asian or Asian British - Bangladeshi | <input type="checkbox"/> | Mixed - White and Black African | <input type="checkbox"/> |
| Asian or Asian British - Indian | <input type="checkbox"/> | Mixed - White and Black Caribbean | <input type="checkbox"/> |
| Asian or Asian British - Pakistani | <input type="checkbox"/> | Mixed - any other Mixed background | <input type="checkbox"/> |
| Asian or Asian British - any other Asian background | <input type="checkbox"/> | White - British | <input type="checkbox"/> |
| Black or Black British - African | <input type="checkbox"/> | White - Irish | <input type="checkbox"/> |
| Black or Black British - Caribbean | <input type="checkbox"/> | White - any other White background | <input type="checkbox"/> |
| Black or Black British - any other Black background | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | (Please specify) | <input type="text"/> |
| Mixed - White and Asian | <input type="checkbox"/> | | |

AGE

16-30 31-45 46+

DISABILITY

The following questions on disability are designed to allow us to assess what action we might take to offer positive opportunities for employment for people with disabilities. They in no way preclude applications from people with disabilities.

Do you have a disability? YES / NO

If you are registered as disabled, please state number

If yes, please describe how the disability affects you and how it might affect your work

DATA PROTECTION

Harrow College collects and keeps information from job applicants. We keep your name and address, and details of your application for 12 months.

If you do not want us to do this, please indicate by ticking the box below.

I do not want you to keep my details on file if I am unsuccessful in my application (tick as appropriate)

DECLARATION

I declare that the information that I have given in this form is true and accurate, and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment will be made on this basis.

I agree that Harrow College may process personal data about me for standard purposes, in accordance with the Data Protection Act 1998.

I agree that the Police may disclose to Harrow College all and any previous convictions and offences that I may have, including any record of previous conduct or offences. I understand that the Police will reveal spent and current convictions and cautions.

I understand that a false declaration which results in my appointment will render me liable to dismissal without notice.

Signed

Date