

For office use only – application number:



Dorchester, Dorset, DT2 8PY

CONFIDENTIAL

APPLICATION for EMPLOYMENT

This form represents the initial stage of our selection procedure. Please complete all sections in **BLACK INK**, providing as much information as possible, and continuing on a separate sheet if necessary. Mark any sections that do not apply with N/A. Please return this form to the HR Officer, HR Department, at the above address. Pages 1 and 2 of the application form will be detached upon receipt (and will not be disclosed for short listing purposes).

VACANCY DETAILS

Application for the appointment of:	Ref:
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PERSONAL DETAILS

Title (Dr/Mr/Mrs/Ms/Miss*) *Delete	Surname	Forename(s)
Address		Telephone Numbers Home:
		Work:
Do you hold a current clean driving licence? Yes/No		Mobile Telephone Number:
		Email Address:

Are you eligible to work in the United Kingdom?

Department for Education and Skills Number (Teaching Staff Only):

Have you applied for any other appointment at the College? Yes No

If yes please provide details:

Are you related to any Corporation member or employee of Kingston Maurward College? Yes No

If yes, please give name and relationship:

Are you already a member of a Pension Scheme? Yes No
If yes please give name of Scheme:

I confirm that the information given on this form is true and complete. Any false statement may be sufficient cause for rejection, or, if employed, dismissal.

Signed: Date:



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CONFIDENTIAL - EQUALITY, DIVERSITY AND RACE EQUALITY RECRUITMENT MONITORING

Surname: Forename(s):

Position applied for: Post Reference:

Kingston Maurward College is committed to equal opportunities in employment and will assess applicants for appointments fairly without regard to ability, age, disability, ethnicity, gender, heritage, marital status, nationality, citizenship, race, religion, sexuality, social background or membership of any group or organisation. All candidates will be assessed against the requirements of the appointment they have applied for.

Please complete this form as fully as possible so that we can monitor the implementation of our policies. The answers you provide in this section will be treated in the strictest confidence and will only be used for statistical monitoring. This section will be separated from the application form before the shortlisting and interview process begins.

My sex is: Male Female My marital status is: Single Married Other

Date of birth is:

Do you have any disability?: Yes No Are you registered disabled?: Yes No

ETHNICITY

The categories for ethnic monitoring were redefined in the 2001 census. All public authorities are expected to use the following core categories to facilitate benchmarking and the process of comparing like with like.

I would describe my cultural and ethnic origin as:

A - WHITE

British Irish Any other White background

B - MIXED

White & Black Caribbean White & Black African White & Asian Any other Mixed background

C - ASIAN OR ASIAN BRITISH

Indian Pakistani Bangladeshi Any other Asian background

D - BLACK OR BLACK BRITISH

Caribbean African Any other Black background

E - CHINESE OR OTHER ETHNIC GROUP

Chinese Any other

EDUCATION, QUALIFICATIONS AND TRAINING

Please give details of the educational qualifications you have obtained. Short listed candidates will be asked to provide evidence of the qualifications listed on this application form. Continue on a separate sheet, if necessary. Please annotate the post applied for at the top of the page/s.

Qualifications Obtained or to be taken	Awarding Body	Date	Grade/Level

MEMBERSHIP OF PROFESSIONAL BODIES

DO YOU HOLD A CURRENT CLEAN DRIVING LICENCE? Yes

No

EMPLOYMENT HISTORY

Full name & address of employer

Present/most recent post

Date commenced

Date left (if applicable)

Salary

Brief description of duties:

Reason for leaving if not currently employed?

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EMPLOYMENT HISTORY (most recent first). Continue on a separate sheet, if necessary. Please annotate the post applied for at the top of the page/s.

Post Held	Name and Address of Employer	Salary/Grade	From (Month & Year)	To (Month & Year)	Reason for Leaving

The College actively supports applications from disabled persons

If you have a disability please provide details*. Please also provide details of any arrangements you may need the College to put in place if you are shortlisted for an interview or assessment of your skills:

.....
.....

* We ask this question here to support College managers in ensuring that any applicants with a disability, who meet the minimum essential criteria for a post, are shortlisted for interview.

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RELEVANT EXPERIENCE

Please use this section to explain why your skills, experience and knowledge would make you a suitable candidate for the post. This could also include any voluntary work undertaken, leisure interests or other activities, which you consider to be relevant to the position, as advertised. When completing this section please refer to the Job Description/Person Specification provided.

Please continue on a separate sheet, if necessary, clearly annotating the position applied for at the top of the page.

SPENT CONVICTIONS

The appointment for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or other convictions. Please detail below any convictions since age 17. Any information given will be treated in strictest confidence and will only be considered in relation to your application for this appointment.

.....
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Under the Protection of Children Act 1999 and Sections 113 or 115 of the Police Act 1977, a Disclosure will be requested in the event of your application being successful. (Further details are included in the application pack). Do you agree to identifying details being sent as part of the Disclosure application?

Yes No

REFERENCES

Please provide the names and contact addresses of two referees, one of whom should be your current/last employer. It is our normal procedure to contact both referees if you are selected for interview. However, please tick the box if you would prefer us not to contact your current employer at this stage. **In this event, we will contact your second referee.**

CURRENT/MOST RECENT EMPLOYER

Please do not contact at this stage

1. Name Position
Address
.....
..... Post Code Tel No
E-mail address
(this is our preferred method of contacting referees)

2. Name Position
Address
.....
..... Post Code Tel No
E-mail address
(this is our preferred method of contacting referees)

To enable the monitoring of the effectiveness of our advertising, please state where you saw this post advertised:
.....

AVAILABILITY FOR EMPLOYMENT

Contractual notice period for current appointment: