



Dear Applicant

Thank you for expressing an interest in this vacancy. An application pack is enclosed. Please ensure that you complete your application form fully and return your completed application form by the closing date indicated in the job description to:

**Human Resources Office
Petroc
Old Sticklepath Hill
BARNSTAPLE
EX31 2BQ**

Only fully completed application forms will be considered during the selection process.

Please be reminded that Petroc will take up references **prior** to interview unless you have clearly marked on the front of the application form that you do not wish for your referees to be contacted.

The Human Resources Office will obtain a Criminal Records Bureau Enhanced Disclosure in respect of all successful candidates.

Individuals from countries outside the European Economic Area (EEA) must be in possession of Home Office documentation to allow them to take up employment in the UK. For more information, please visit the Government's Working in the UK website. European Community Law grants EEA nationals a right to live and work in the UK, this is called a Right of Residence. Further information can be found at www.ukba.homeoffice.gov.uk/eucitizens. For information on immigration visit www.homeoffice.gov.uk.

Shortlisting will normally take place within three weeks of the advertised closing date. For reasons of economy, we do not write to candidates who have been unsuccessful, this means that if you have not heard from us within 4 weeks of the advertised closing date we will not be taking your application further at this stage.

If you would like to be notified that you have not been selected for interview, could you kindly enclose a stamped, addressed envelope.

We would like to thank you for your interest in employment opportunities at Petroc.

Yours sincerely

Human Resources Team

PETROC is committed to the promotion of equality of opportunity in its employment policy, practices and procedures.

APPLICATION FOR EMPLOYMENT

Please complete this form in full using type or black ink.

PART 1

(Note: Part 1 will not be used in the initial selection procedure)

Post Title: _____

Surname : _____ **Mr / Mrs / Ms / Miss / Other :** _____

Forename(s) : _____

Previous Surname: _____ **Date of Birth:** _____
(please indicate, only to be used if required for references)

Address:

Telephone Numbers:

Home: _____

Work: _____
(May we contact you at work with discretion?) _____

Mobile: _____

E-Mail: _____

Post Code:

NI Number: _____ **DFES Number:** _____ **IFL Number:** _____
(Academic Staff only)

REFERENCES: Please give names and addresses of 3 referees, one must be your present or most recent employer and if applying for an academic appointment, one must be the Principal/Headteacher of your current/most recent institution.

(1) _____	(2) _____	(3) _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tel No: _____ Tel No: _____ Tel No: _____

Position/Occupation of Referees:

(References will normally be taken up prior to interview. The only exceptions will be at the applicant's request in the case of non-educational employers. If you do not wish us to contact any of your referees, please indicate clearly on this part of the form).

I certify that the information that I have given on this and the attached form is correct to the best of my knowledge and belief:

Signed: _____ **Date:** _____

PART 2

Reference Number _____ (Office use only)

A. EDUCATION AND QUALIFICATIONS

(i)

NAME OF INSTITUTION	DATES ATTENDED	COURSES / SUBJECTS TAKEN	QUALIFICATIONS SHOWING SUBJECTS AND GRADES (PLEASE USE SEPARATE SHEET IF NECESSARY)

(ii) What is/are the principal subject(s) within your main qualification?

B. MEMBERSHIP OF PROFESSIONAL INSTITUTION

NAME OF INSTITUTION	GRADE	DATE OBTAINED

C. COURSES AND OTHER TRAINING

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D. CURRENT OR MOST RECENT POST

Name of Employer: _____
Job Title: _____ Salary: £ _____
Dates from / to: _____
Period of notice / date available to start: _____
Key Responsibilities: _____
Reason for seeking new position / leaving: _____

E. PREVIOUS EMPLOYMENT - please start with the most recent

DATE FROM TO	JOB TITLE	BRIEF OUTLINE OF DUTIES	NAME & ADDRESS OF EMPLOYER	REASON FOR LEAVING

F. EMPLOYMENT HISTORY – TEACHING POSTS - please start with the most recent

DATE FROM TO	EMPLOYER	POST HELD AND GRADE	INDICATE IF FULL OR PART TIME (IF P/T WHAT FRACTION)	AGE RANGE TAUGHT (IF APPLICABLE)

G. STUDENT RETENTION & ACHIEVEMENT (ACADEMIC POSTS ONLY)

If you are presently employed as a teacher or have recent teaching experience please complete this section

YEAR	COURSE	RETENTION %	ACHIEVEMENT %
2006/2007			
2007/2008			
2008/2009			
2009/2010			
2010/2011			

H. Please indicate where you saw this post advertised

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I. CONFIDENTIAL INFORMATION

(Any information given will be completely confidential and will be considered only in relation to an application)

1. Do you believe that you fall within the scope of the Disability Discrimination Act?

YES / NO

If yes, please give details below.

2. Do you have any criminal convictions or have you received any cautions warnings?

YES / NO

If yes, please give exact details below, ensuring any information which may be published in an Enhanced Disclosure is also given (i.e. criminal road traffic offences, arrests, cautions and warnings)

Because of the nature of the work for which you are applying, this post is or may be exempt from the provisions of Section (4)(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, cautions or warnings which for other purposes are "spent" under the provisions of the Act.

(Failure to disclose this information at any stage of the selection process could lead to dismissal upon appointment in a role)

NB CRB Disclosures will be taken up on successful candidates only.

3. Are you related to a member of staff at Petroc? **YES / NO**

If yes, please give details below

Are you eligible to work in the UK? **YES / NO**

Do you require a work permit? **YES / NO**

Individuals from countries outside the European Economic Area (EEA) must be in possession of Home Office documentation to allow them to take up employment in the UK. For more information, please visit the Government's Working in the UK website. European Community Law grants EEA nationals a right to live and work in the UK, this is called a Right of Residence. Further information can be found at www.ukba.homeoffice.gov.uk/eucitizens. For information on immigration visit www.homeoffice.gov.uk.

J. LETTER OF APPLICATION (Please read the job description and person specification and, using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification.)

SIGNED: DATE:

EQUAL OPPORTUNITIES MONITORING FORM

Petroc is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the post (which are detailed in the Person Specification). As a college we recognise the benefits of having a diverse community of staff. In order to monitor our Equal Opportunities, Diversity and Inclusion policy, we request all applicants complete both sides of the form. This section will be separated from the application on receipt and kept securely. It will not be seen by the staff responsible for short-listing or interviewing.

POST TITLE	
POST LEVEL	i.e. Scale of post

Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Transgender <input type="checkbox"/>	Age	Date of Birth
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Disability

Do you consider that you have a disability either physical or learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any adjustments that need to be made for the purposes of:		
a) The post		
b) The interview (if shortlisted)		

Please attach a separate sheet if necessary where a more detailed explanation is required

Religion

Buddhist <input type="checkbox"/>	Muslim <input type="checkbox"/>
Christian <input type="checkbox"/> <small>(including Church of England, Catholic, Protestant and all other Christian denominations)</small>	Sikh <input type="checkbox"/>
Hindu <input type="checkbox"/>	None <input type="checkbox"/>
Humanist <input type="checkbox"/>	Other <input type="checkbox"/>
Jewish <input type="checkbox"/>	Undisclosed <input type="checkbox"/>

What is your nationality?	
Are you allowed to work for any employer in the United Kingdom?	Yes <input type="checkbox"/>

Sexual Orientation

How would you describe your sexual orientation?					
Bisexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Gay <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

Ethnicity

Choose ONE section from A to F then tick the appropriate box to indicate your cultural background. These relate to broad ethnic group categories as recommended by the Commission for Racial Equality.

A. White	
British	
English <input type="checkbox"/>	Welsh <input type="checkbox"/>
Scottish <input type="checkbox"/>	N. Irish <input type="checkbox"/>
Other, please specify	
Any other White background	
Please specify	
B. Mixed	
White & Black Caribbean <input type="checkbox"/>	White & Asian <input type="checkbox"/>
White & Black African <input type="checkbox"/>	Other Mixed background <input type="checkbox"/>
Other, please specify	
C. Asian or Asian British	
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Other Asian background <input type="checkbox"/>
Other, please specify	
D. Black or Black British	
Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
Other Black background <input type="checkbox"/>	
Other, please specify	
E. Chinese or Chinese British	
Chinese <input type="checkbox"/>	Any other Far Eastern background <input type="checkbox"/>
Other, please specify	
F. Other (eg Gipsy or Traveller)	
Please specify other ethnicity	



POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to access applications' suitability for positions of trust, Petroc complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Petroc is committed to the fair treatment of its staff, potential staff or users of it's' services regardless of:-

- race
- gender
- religion
- sexual orientation
- responsibilities for dependants
- age
- physical or mental disability
- offending background

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records.

We select all candidates for interview based on their skills, qualifications and relevant experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and descriptions will contain a statement that a Disclosure will be requested for the successful applicant.

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided on the confidential application form and, if necessary on a separate sheet to the Human Resources Office at Petroc. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- In the light of clear government instructions about what organisations must do where they have involvement with people under the age of 18 or other vulnerable people. Petroc policy is to request what is called an Enhanced Disclosure as we have to take the view that everybody that works here has access to people in the categories I have described. An Enhanced Disclosure allows Petroc access to your entire criminal record, whether 'spent' or 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Petroc who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training

in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place of the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a Criminal Record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstance and background of the offences.

Human Resources Office



POLICY STATEMENT

SECURE STORAGE, HANDLING, USE RETENTION & DISPOSAL OF DISCLOSURES & DISCLOSURE INFORMATION

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applications for positions of trust, Petroc complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information should be kept securely, in lockable, non portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. Whilst awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy of representation of the contents of a Disclosure.

However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella body

Petroc does not act as an Umbrella Body for any other Organisation.

Human Resources Office