

**Application for Employment**

| Initials and surname of applicant |  |
| --- | --- |

| Position applied for |  |
| --- | --- |



| I am legally eligible to work in the UK(evidence of this will be requested during induction of successful candidates) |  Yes | No |
| --- | --- | --- |
|  |  |  |
| Where did you see this posted advertised? |  |



If you have more than one employer, please provide details of all posts below and continue on a separate sheet if necessary.

| Dates from – to | Name and address of employer | Job title and brief description | To whom are/were you directly responsible |
| --- | --- | --- | --- |
|  |  |  |  |

| Current salary |  | Part time or full time |  |
| --- | --- | --- | --- |

| Other benefits / allowances |  |
| --- | --- |

| Reasons for leaving / wishing to leave |  |
| --- | --- |

| Notice period |  |
| --- | --- |



Please list previous employment, in chronological order (beginning with the most recent), and provide information on an additional sheet if required. Any voluntary or unpaid work should also be included. If there are gaps in your employment, please state the reasons in the ‘Further Information’ section.

| Dates from – to | Name and address of employer | Job title and brief description | To whom are/were you directly responsible |
| --- | --- | --- | --- |
|  |  |  |  |



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.

|  |
| --- |



| Dates from – to | Name and address of institution | Courses/subjects/qualifications studied | Full time / part time | Grade / level achieved |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |



| Dates from – to | Subject |
| --- | --- |
|  |  |

| Date started teaching if applicable |  |
| --- | --- |



| Subjects you can offer to teach | Level |
| --- | --- |
|  |  |



We may contact your referees if you are shortlisted for the next selection stage, so that references could be available for the Recruiting Manager.

If you have previously worked for a college, please provide details as we may contact the College Principal. If you would prefer us not to contact your references at this stage, please tick the relevant box beside each referee below.

**Please note: for all referees email details are essential**

First Referee (current / most recent employer or manager)

Please do not contact at this stage 

| Name and position |  |
| --- | --- |

| Telephone number | Email address |
| --- | --- |

| In what capacity is this person known to you? |  |
| --- | --- |

| Organisation name and address, incl. postcode |  |
| --- | --- |

Second Referee (previous employer or manager)

Please do not contact at this stage 

| Name and position |  |
| --- | --- |

| Telephone number | Email address |
| --- | --- |

| In what capacity is this person known to you? |  |
| --- | --- |

| Organisation name and address, incl. postcode |  |
| --- | --- |

Third Referee (previous employer or line manager / personal reference)

Please do not contact at this stage 

| Name and position |  |
| --- | --- |

| Telephone number | Email address |
| --- | --- |

| In what capacity is this person known to you? |  |
| --- | --- |

| Organisation name and address, incl. postcode |  |
| --- | --- |



**Please refer to the College website for the full Privacy notice for job applications.**

In summary:

The accurate completion of this application form is crucial for the College to support an accurate submission of Staff Individual Record (SIR) return on demographics, characteristics, qualifications, location, pay and other factors. Your personal data will be treated as confidential and will be used for the purposes of updating your personnel record for reasons connected with your potential employment.

In the event of your application resulting in an offer and your acceptance of a position at the College, the data on this form will be used for operational, managerial and associated purposes relevant to the payment of remuneration, pensions and the maintenance of the computerised Human Resources Management Information System, including forming part of your personnel file. The data will also be used to produce depersonalised statistics in connection with equal opportunities monitoring and some information may be disclosed to select third parties (e.g. Inland Revenue, pension schemes, Awarding Bodies etc).

**By signing this form** you agree to Petroc processing the personal data contained on this form for the purposes set out in the statement above and my consent is conditional upon the College complying with their obligations under the General Data Protection Regulations 2018.

**By signing this form** you declare that the information on this form is correct and complete to the best of your knowledge and belief, and is a true and accurate reflection at the time of completion.

**By signing this form** you understand that any falsification of details may lead to summarily dismissal.

**Please tick this box in order to give your consent to us processing your data as detailed in the above statement** 

| Initials and surname |  |
| --- | --- |

| Signature |  |
| --- | --- |

| Date |  |
| --- | --- |



Petroc is committed to Equality, Diversity and Inclusion (EDI) and in promoting EDI Petroc expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed on the basis of ability and the requirements of the post (which are detailed in the Person Specification).

The details disclosed below will not be seen by those responsible for shortlisting or interviewing.



| Position applied for |  |
| --- | --- |

| Title |  | Surname |  |
| --- | --- | --- | --- |
| Previous surname (if any) |  | Date of birth |  |
| Forenames |  |
| Address incl, postcode |  |
| Home phone number |  | Work phone number |  |
| Mobile number |  | Email address |  |
| National Insurance number |  | Will you need a work permit if appointed to this post? | Yes | No |



Please state your ethnic origin

| Asian or Asian British - Bangladeshi |  | Asian or Asian British – Indian |  |
| --- | --- | --- | --- |
| Asian or Asian British – Pakistani |  | Asian or Asian British – any other Asian background |  |
| Black or Black British – African |  | Black or Black British – Caribbean |  |
| Black or Black British – any other Black background |  | Chinese |  |
| Mixed – White and Asian |  | Mixed – White and Black African |  |
| Mixed – White and Black Caribbean |  | Mixed any other Mixed background |  |
| White – British |  | White – Irish |  |
| White – any other White Background |  | White – other European |  |
| Prefer not to say |  | Any other not listed above |  |
| Not known |  |  |  |



| Female |  |  | Male |  |  | Prefer not to say |  |
| --- | --- | --- | --- | --- | --- | --- | --- |

Is your gender the gender you were assigned at birth?

| Yes |  |  | No |  |  | Prefer not to say |  |
| --- | --- | --- | --- | --- | --- | --- | --- |



| Married |  | Divorced |  | Civil Partnership |  | Separated |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Single |  | Widowed |  | Other |  |  |  |



| Lesbian |  | Gay |  | Heterosexual |  | Bisexual |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Prefer not to say |  |  |  |  |  |  |  |



| Christian |  | Buddhist |  | Jewish |  | Hindu |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sikh |  | Muslim |  | None |  | Other |  |
| Prefer not to say |  |  |  |  |  |  |  |



| Do you consider yourself disabled?  | Yes |  | No |  |
| --- | --- | --- | --- | --- |

If ‘yes’ please tick one of the boxes below

| Yes, but rather not say |  | Yes, I have a learning difficulty |  |
| --- | --- | --- | --- |
| Yes, I have a physical impairment |  | Yes, I have a mental health condition |  |
|  |  |  |  |



Petroc is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy seeks to support this agenda through the selection stages and pre-employment checks.

In line with our Safer Recruitment Policy, all applicants invited to attend an interview/assessment centre will be required to complete a DBS disclosure and the College will complete this check before you commence employment.

Failure to disclose a conviction could result in dismissal. Information will be treated in the strictest confidence. PLEASE NOTE: You are also required to disclose spent convictions, warnings, cautions and reprimands.

| Do you have any convictions?  | I have no convictions |  | Yes, I have previous convictions |  |
| --- | --- | --- | --- | --- |

If ‘yes’ please provide details below

|  |
| --- |



Please supply the name and number of your emergency contact

| Emergency contact name |  | Contact number |  |
| --- | --- | --- | --- |
|  |  |  |
| Emergency contact relationship to you |  |



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**Please tick this box in order to give your consent to us processing your data as detailed in the above statement** 

| Full name |  |
| --- | --- |

| Signature |  | Date |  |
| --- | --- | --- | --- |