

Application for Employment: Part Time Variable Hours Staff



As this form may be scanned or photocopied, please write clearly. Alternatively the form may be completed online at: <http://www.yorkcollege.ac.uk/vacancies/Part-Time-Variable-Hours-Tutors.html>

Post for which you are applying:	
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1. Your Personal Details

PERSONAL DETAILS

Preferred title:	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> (please specify)		
Surname:		Forename(s):	
Previous Surname/s:		Previous Forename(s):	
Known as:			

Address (please include postcode)	
Post Code	
Telephone (Day)	Mobile
Email	

Date of Birth	National Insurance number	If applicable, your IfL Number

EMERGENCY CONTACT

Name:		Relationship:	
Address:			
Telephone:		Mobile:	
Email:			

REFEREES

Please give the names and addresses of two referees who know you well enough to comment on your suitability for the post and whom we may contact for references. One of the referees must be your current or most recent employer, and the other can be a former employer or someone who knows you well, **but is not a friend or relative**. If you are a teacher, or have been employed in a related capacity (e.g. teaching assistant), a referee should be from the last school / college / institution where you worked – this might not necessarily be your most recent employer.

Note: Please ensure the persons named have agreed to act as a referee. References will be taken up as soon as this form is received. The college reserves the right to request further reference details where appropriate.

Reference One		Reference Two	
Post Code:		Post Code:	
Telephone	Fax	Telephone	Fax
Relationship (e.g. Manager)		Relationship (e.g. Manager)	
Email		Email	

2. Your Qualifications

SECONDARY EDUCATION			
School	Qualifications Achieved Examinations (subjects / results etc)	Name of Awarding Body	Date Achieved

To create a new entry press the tab key

FURTHER / HIGHER EDUCATION			
Institution	Qualification or class of degree (subjects / results etc)	Awarding Body	Date Achieved

To create a new entry press the tab key

OCCUPATIONAL TRAINING, QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL OR TECHNICAL ASSOCIATIONS			
Institution	Qualifications / Level	Awarding Body	Date Achieved

To create a new entry press the tab key

RELEVANT OTHER QUALIFICATIONS			
Institution	Qualifications / Level	Awarding Body	Date Achieved

3. Present/Previous Employment and/or Experience

INCLUDING PART-TIME AND VOLUNTARY WORK. **You must provide an explanation for any gaps in your employment.** If necessary, you may continue on a separate page.

Present/Previous Employment (most recent first)									
Employer:						Hours:			
Type of Business:						Starting Date:			
Address:						Leaving Date:			
Starting Pay: £	Per		Current/finishing pay: £	Per		Reason for Leaving			
Job Title:						Notice Period:			
Did this position involve working with children (i.e. persons under the age of 18)?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Duties/ Responsibilities:									

Employer:					Hours:	
Type of Business:					Starting Date:	
Address:					Leaving Date:	
Starting Pay: £		Per	Current/finishing pay: £		Per	Reason for Leaving
Job Title:						
Did this position involve working with children (i.e. persons under the age of 18)?	Yes				<input type="checkbox"/>	No <input type="checkbox"/>
Duties/ Responsibilities:						

Employer:					Hours:	
Type of Business:					Starting Date:	
Address:					Leaving Date:	
Starting Pay: £		Per:	Current/finishing pay: £		Per	Reason for Leaving
Job Title:						
Did this position involve working with children (i.e. persons under the age of 18)?	Yes				<input type="checkbox"/>	No <input type="checkbox"/>
Duties/ Responsibilities:						

Employer:					Hours:	
Type of Business:					Starting Date:	
Address:					Leaving Date:	
Starting Pay: £		Per:	Current/finishing pay: £		Per	Reason for Leaving
Job Title:						
Did this position involve working with children (i.e. persons under the age of 18)?	Yes				<input type="checkbox"/>	No <input type="checkbox"/>
Duties/ Responsibilities:						

Employer:					Hours:	
Type of Business:					Starting Date:	
Address:					Leaving Date:	
Starting Pay: £		Per:	Current/finishing pay: £		Per	Reason for Leaving
Job Title:						
Did this position involve working with children (i.e. persons under the age of 18)?	Yes				<input type="checkbox"/>	No <input type="checkbox"/>
Duties/ Responsibilities:						

4. Supporting Information

Please state briefly how you consider that you are suitable for this post. If you are applying for a teaching position, please outline the range of subjects that you feel capable of teaching. Please **DO NOT ATTACH A CV.**

5. Other Information

5.1 PERMISSION TO WORK IN THE UK		
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Do you require a work permit prior to taking up employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.2 CRIMINAL CONVICTIONS		
Do you have any criminal convictions? Note: All posts at York College are considered to be exempt from the Rehabilitation of Offenders Act 1974. You should therefore disclose any convictions that are "spent" under the terms of the Act.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any criminal charges pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently under a criminal investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you, or have you ever been disqualified from working with children or vulnerable adults, or subject to sanctions imposed by a regulatory body e.g. Institute for Learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have answered YES to any of the above, please provide details on a separate sheet of paper and enclose it in a sealed envelope marked 'Private and Confidential for the attention of the Human Resources Manager' and attach it to this form.		
5.3 LIVING AND WORKING OVERSEAS		
Have you ever lived or worked overseas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

If you are related to, or have a close personal relationship with a member of staff or governor of the College, please give particulars below.

Data Protection Statement

The information you provide on this application form and that obtained from other relevant sources will form the basis of your personal record with the College. We may check the information on this form, with third parties or with other information held by us. By signing the application form you agree to the processing of sensitive personal data, in accordance with the principles of the Data Protection Act 1998.

Declaration

I declare that the information provided on the application form and any accompanying documents is correct, and I understand that any false information given will invalidate my application and, if appointed, may lead to dismissal and possible referral to the police.

Signed: * Date.....

* Note: If you are sending this application form to the College by e-mail then in the absence of this signature you should note that the e-mailing of this application constitutes your personal certification that the details in this application are correct.

Completed application forms should be sent to the Human Resources Team, York College, Sim Balk Lane, York, YO23 2BB or by Fax: 01904 770395, or can be sent as an email attachment to recruitment@yorkcollege.ac.uk



Equality and Diversity Monitoring Form

York College is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; sexual orientation; trade union activity; unrelated criminal convictions; other irrelevant criteria.

By completing this form you will assist the College in monitoring the effectiveness of its equal opportunities policies and help ensure that individuals are not being excluded unfairly from consideration for job opportunities.

The information you provide is confidential and will be used for statistical and monitoring purposes. This page will be separated from the application and will not be made available to anyone other than for the purpose of equal opportunities monitoring.

Thank you for completing this form and helping with our commitment to maintain and improve equality and diversity.

1. **Post applied for** _____

2. **Your Gender** Male Female

3. **Nationality** _____

3. **How would you consider your ethnic origin? This question does not relate to where you were born but asks you to indicate the ethnic group to which you belong. This information is strictly confidential and will not be used to identify you personally.**

The categories below are those used in the Census and recommended by the Equality and Human Rights Commission

- White British
- White Irish
- White Other
- Chinese
- Bangladeshi
- Pakistani
- Indian
- Asian Other
- Caribbean
- African
- Black Other
- If any other please specify
- Mixed – White & Asian
- Mixed – White & African
- Mixed – White & Caribbean
- Any Other Mixed Background
- Prefer Not to Disclose

4. **Would you describe yourself as disabled.**
The Equality Act 2010 defines a disabled person as
 "A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities"

5. **Are you currently employed?**

6. **Please state the publication or source which attracted your attention to this post**

- Yes No
- Yes No Currently an employee of York College
