



Application for Employment

Application Reference Number:

As this form may be scanned or photocopied, please write clearly in **black** ink. Alternatively the form may be typewritten.

Note to applicants: as this form is used for a wide variety of posts in the College, not all sections will be equally applicable. Please complete the form as fully as possible.

Post for which you are applying:	
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Post Ref. No:	
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SECONDARY EDUCATION

School	Qualifications Achieved Examinations (subjects / results etc)	Name of Awarding Body	Dates	
			From	To

To create a new entry press the tab key

FURTHER / HIGHER EDUCATION

Institution	Qualification or class of degree (subjects / results etc)	Name of Awarding Body	Dates	
			From	To

To create a new entry press the tab key

OCCUPATIONAL TRAINING, QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL OR TECHNICAL ASSOCIATIONS

Institution	Qualifications / Level	Name of Awarding Body	Dates	
			From	To

To create a new entry press the tab key

OTHER QUALIFICATIONS AND DETAILS OF PUBLISHED PAPERS, ARTICLES ETC (GIVE DETAILS, INCLUDING DATES)

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)											
Name of Employer:							Hours:				
Type of Business:							Starting Date:				
Address:							Leaving Date:				
Starting Pay: £			Per		Current/finishing pay: £			Per	annum	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:											
Name of 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:											
Name of 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:											
Name of 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:											
Name of 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:											

SUPPORTING EVIDENCE

Please state how you consider you meet the criteria in the person specification. Include details of your experience (paid or unpaid), skills, knowledge, achievements, work published or exhibited and interests you believe are relevant to the post. DO NOT ATTACH A CV.

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If offered this position will you continue to work in any other capacity? (tick one box)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please provide details including the number of hours per week:		

Equality and Diversity Monitoring Form



Application Reference Number:

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 its 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 form will be separated from your application prior to short-listing and will not be made available to individuals involved in the selection process.

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

1. **Post applied for** _____

2. **Gender** _____

3. **Nationality** _____

4. **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 in the shortlisting process.**

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

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish | <input type="checkbox"/> White Other | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Indian | <input type="checkbox"/> Asian Other |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | <input type="checkbox"/> Black Other | <input type="checkbox"/> Other - please specify here..... |
| <input type="checkbox"/> Mixed – White & Asian | <input type="checkbox"/> Mixed – White & African | <input type="checkbox"/> Mixed – White & Caribbean | |
| <input type="checkbox"/> Any Other Mixed Background | | <input type="checkbox"/> Prefer Not to Disclose | |

5. **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"

6. **Are you currently employed?**

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

Yes No

Yes No Currently an employee of York College

Personal and Supplementary Details



Application Reference Number:

Selection for interview will be solely on the basis of the information you supply regarding your education and training, employment and experience. Please complete this form, which will then be separated from the application form prior to short-listing.

Post for which you are applying:			
Post Ref. No:			
Are you applying for the post on a job-share basis (applicable for full-time posts only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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 Institute for Learning Number

EMERGENCY CONTACT

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

REFEREES

Please give the names and addresses of two referees who can comment on your suitability for the post and whom we may contact for references at their business address. One referee must be your manager or supervisor from your current or most recent employment. If you have been employed by more than one employer we will require a second referee who is also a previous manager or supervisor. If not, your second referee must be someone who knows you in a formal or professional capacity (e.g. a teacher, a client, voluntary work etc), **but is not a friend, relative or work colleague**. Please ensure the persons named have agreed to act as a referee.

References will usually only be taken up if you are offered employment. The college reserves the right to request further reference details as appropriate.

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

Please indicate any dates when you are unavailable for interview (e.g. Holidays, etc) we will try to accommodate this when scheduling the interview, but it may not always be possible. If the interview date has been specified in the job advert, this normally cannot be changed.

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Date available for employment

LIVING AND WORKING OVERSEAS		
Have you ever lived or worked overseas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details :		

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:		
If you are successful in your application, do you require a work permit prior to taking up employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CRIMINAL CONVICTIONS		
Do you have any criminal convictions (including 'spent' convictions if the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974? - please refer to the guidance notes in the application pack)	<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 to this form.		

Canvassing directly or indirectly will automatically disqualify your application. If you are related to, or have a close personal relationship with a member of staff or governor within 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 be used to process your application for employment and if appointed 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:.....

* 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