

APPLICATION FOR PERMANENT OR CASUAL WORK

Position applied for:

1. Personal Details (*block capitals*)

Title: Dr/ Mr/ Mrs/ Miss/ Ms / Other

Surname:

Forenames:

Known As:

Postal Address:

Home Telephone No:

Email Address:

Mobile:

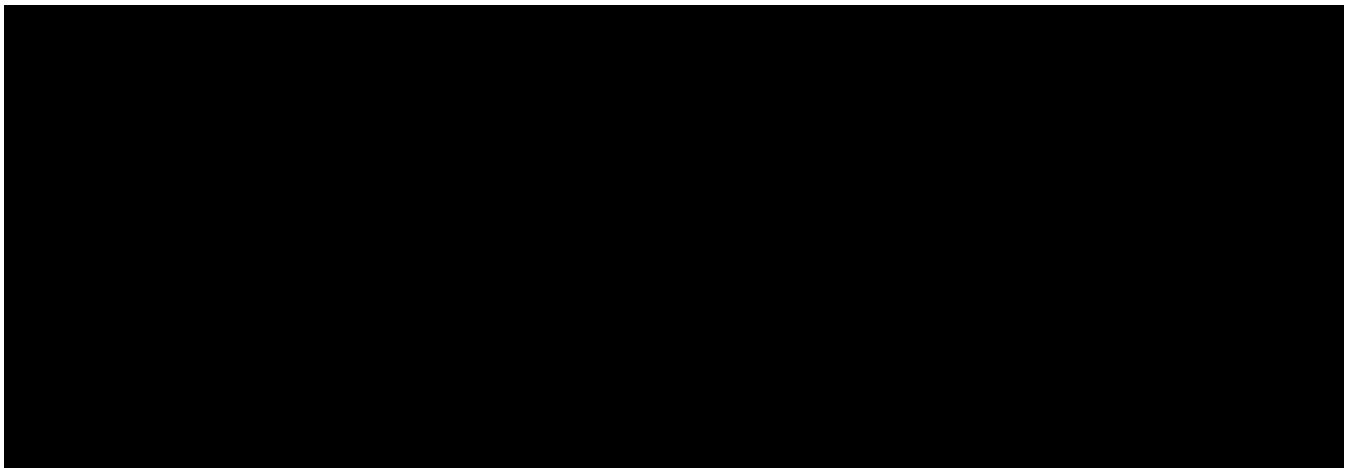
From (month/year)	To (month/year)	Title of post:
Name and address of employer:		Type of activity: _____
Contact name & Email Address for reference:		Can this reference be approached prior to interview? YES / NO
Description of duties:		

4: References

Employment / Professional suitability

This information will be taken from Section 3. Unless you record a specific objection in Section 3, we reserve the right to communicate with any of your past and current employers.

You may also provide the name and address of a person, other than previous employers, who will be able to comment on your academic/technical capability/work experience (for example, a supervisor, tutor or colleague).



5. Personal Profile and Experience

What skills and knowledge specific to this role can you offer? (please refer to job description/person specification) Please also include any relevant achievements applicable to this post.

6. What are your reasons for applying for this post?

7. Interests and Hobbies

8. Rehabilitation of Offenders Act 1974

You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. Please note that some positions at the College require us to undertake a DBS check The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Do you have a criminal conviction?
(Yes / No)

Are there any outstanding summonses or charges against you?
(Yes / No)

If the answer to either of these questions is yes, this will not necessarily exclude you from employment as each case is considered on its own merit. The College has a policy on the recruitment of ex-offenders and you may request to see a copy of this. The information you provide will be treated as strictly confidential and will be considered only in relation to the job in which you are applying. **If yes, please attach details in a sealed envelope marked confidential, for the attention of the Human Resources Manager, giving the nature of the offence, date and sentence imposed.**

