

Employment Application Form

1. Job title: Job reference number:
Closing date: Candidate reference number:

Where did you see this post advertised?

Please carefully complete each section of the form in black ink or typewritten

2. Please complete this page fully. This sheet will not be used as part of the shortlisting process. It will be used if you are invited for interview and will form part of your personal file if you are appointed to the post.

Title (Mr, Mrs, Miss, Ms, Dr):
Surname: Forenames:
Date of Birth: Male / Female:
Marital status:
National Insurance number:
Address:
.....
..... Postcode
Home phone: Mobile number:
Email address:
Do you require a work permit yes / no: If yes, do you have a current work permit yes / no:

C. Criminal Offences

Have you been convicted of a criminal offence including spent or unspent convictions: YES: NO:

If yes, please provide details and dates in a sealed envelope marked 'private & confidential' and addressed to the HR Manager.

Are you registered with the ISA? (applies from November 2010) YES: NO:

Criminal Records

Due to the nature of our business and environment, the post for which you are applying exempt from the Rehabilitation of Offenders Act 1974, which means that candidates must disclose 'spent convictions, cautions and reprimands'. A copy of our CRB Policy is available on request.

Having a criminal record will not automatically bar you from working with us. This will depend on the circumstances of the offence and the relevance of the record to the post.

3. Other information:

Are you related to a personal friend of an employee or corporation member of the college: YES: NO:

If yes, please state the name of this person and their relationship to you:

Absence record

Please state your absences from work due to sickness over the past two years

Number of instances of absence: Number of days taken for sickness:

Would you consider this to be your usual level of sickness absence: YES: NO:

Please explain any significant absences:
.....
.....
.....

4. Declaration by applicant

I certify that the details I have provided are true, complete and correct to the best of my knowledge and belief. I understand that any false statement knowingly made, or the written of any relevant information, may result in the withdrawal of any offer of appointment or the termination of employment. I consent to NewVlc processing this information.

Signed: Date:

Print full name:

Please return your application to:
RECRUITMENT OFFICER
HUMAN RESOURCES
NewVlc
PRINCE REGENT LANE
LONDON E13 8SG

NewVlc recruitment and selection procedures complies with the Data Protection Act 1998

B. Education and Qualifications

Please give details of your qualifications starting with the most recent.

Qualifications obtained / subject / grades	Dates awarded	Name of school / college / university

C. Relevant training courses attended and assessor awards

Training provider	Course title & brief content	Duration	Dates

*The information that you provide in sections A and B will be used to assess starting salary.

D. Member of professional bodies

.....

 Institute for learning number:.....
 General teaching council number:

F. References:

Please give names and contact details of two people to whom NewVIc could apply for a reference to verify your employment record and give information about your suitability for this post. These should include your current / most recent employer or an educational referee if you have no previous employment. Personal referees may only be provided where there employment / educational referees are not available. These should not be colleagues, close friends or relatives.

<u>Reference 1</u>	<u>Reference 2</u>
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email:	Email:
Nature of acquaintance:	Nature of acquaintance:
May we contact this referee if you are selected for interview, prior to any job offer? YES: <input type="checkbox"/> NO: <input type="checkbox"/>	May we contact this referee if you are selected for interview, prior to any job offer? YES: <input type="checkbox"/> NO: <input type="checkbox"/>

Guidelines for Applicants

Newham Sixth Form College (NewVIc) is committed to equality of opportunities in employment and endeavours to make the selection process as fair as possible. Our Equality and Diversity Policy is available on request and on our website

Our staff recruitment process is designed to select the best candidate for the post. This application form is used by the selection panel to shortlist candidates for interview. Please complete this form in BLACK ink or type and ensure you complete the supporting statement or alternatively submit it via email. Do not attach a CV as it will not be used in the short listing process.

Please read the person specification and job description carefully and provide evidence in your supporting statement of how you meet these criteria. The extent to which you meet the person specification will determine if you are short listed for the next stage of the process.

The Equality and Diversity monitoring form will not be used as part of the short listing process. This form will be used by Human Resources to monitor the effectiveness of its equality and diversity policies and collate information and will not be made available to those persons assessing candidates and making appointments. This selection will be separated from the application form immediately on receipt.

The personal details section is not required as part of the short listing process. It will be used if you are invited for interview and will form part of your personnel file if appointed to the post.

The job for which you are applying includes contact with children and vulnerable adults or regular work at an educational establishment and therefore requires a criminal background check through the Vetting and Barring Scheme (VBS). This is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975, which means that candidates must disclose 'spent' as well as 'unspent' convictions, cautions and reprimands

If a job offer is made the college will apply for a CRB Disclosure and ISA - registration status before appointment is confirmed. Having a criminal record will not automatically bar you from working with us; this depends on the nature of the position and the circumstances of your offences.

False or misleading information on this form will disqualify you from appointment of if appointed will render you liable to dismissal without notice. A copy of our CRB policy is available on request.

The appointment of applicants will be subject to a probationary period, evidence of medical fitness, satisfactory references, CRB clearance and proof of qualifications

If you have any questions regarding the completion of your application please do not hesitate to contact Human Resources who will be happy to assist you.

E. Supporting statement

In support of your application, please provide details of how your skills, competencies and experience match the person specification for this post where possible; please use evidence and examples to support your application. (Please note CV's will not be considered)

In accordance with our policy on equal opportunities in employment, NewVlc will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or belief, marital status, age or disability.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Post title:			Location:			
1. Gender:	MALE/FEMALE	2. Age	<25 <input type="checkbox"/>	25-35 <input type="checkbox"/>	30-50 <input type="checkbox"/>	51+ <input type="checkbox"/>
3. Religion:	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Muslim <input type="checkbox"/>	Christian <input type="checkbox"/>		
	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other	None <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
4. Sexual Orientation:	Bisexual <input type="checkbox"/>	Gay <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
5. Marital status: MARRIED/SINGLE/OTHER						
6. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.) YES/NO						
7. Has a disability <input type="checkbox"/> Does not have a disability <input type="checkbox"/>						
If yes please state what type of adjustments to working arrangements would assist you in overcoming any disadvantage that your disability might otherwise cause you at work.						
8. Ethnic origin (Relates to a sense of identity/belonging on the basis of race/culture).I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background):						
Please tick if you do not wish to disclose your ethnic background <input type="checkbox"/>						
A White:						
British <input type="checkbox"/>	English <input type="checkbox"/>	Scottish <input type="checkbox"/>	Welsh <input type="checkbox"/>	Irish <input type="checkbox"/>	Other, please specify:	
B Mixed Heritage:						
White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Other, please specify:			
C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:						
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other, please specify:			
D Black, Black British, Black English, Black Scottish, or Black Welsh:						
Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other, please specify:				
E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:						
Chinese	Other, please specify:					
I hereby give my consent to NewVlc processing the data supplied in this form for the purpose of monitoring equal opportunities.						