

# Application for Employment



We are committed to equal opportunities in employment and service delivery,  
and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

Post applied for:	Job reference:
Department:	Closing date:

## 1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Contact telephone numbers:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:
Date of Birth:	National Insurance Number:

## 2. EMPLOYMENT HISTORY – Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from/to:	
Period of notice/date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

NB. If have more than one employment, please provide the same information for each job, if necessary, on a separate sheet.

**3. Previous Employment**

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates From – to (month & year)	Reason for leaving

Please give details and an explanation of any gaps in your employment history:

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**4. Education, Training and Development**

Secondary School/College/University/Apprenticeship including current studies, with the most recent first.

Name of institution	Dates From – to (month & year)	Full/part-time	Course/subjects taken	Qualifications/grade


*NB. We reserve the right to contact employers or educational establishments to verify details given*

**Details of any relevant learning and development.** *(Please include dates.)*

*(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)*

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**Professional / Technical Membership**

Name of professional/technical body	Grade of membership

**5. Supporting Statement**

Please read the job description and person specification. Using examples, **showing how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences: including paid employment, voluntary work, family experiences and leisure activities as evidence.

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*Please continue of a separate sheet if necessary.*

## 6. Additional Information

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes \_\_\_ No \_\_\_

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. Please see the application guidance notes for further information.

Are you eligible to work in the UK? Yes \_\_\_ No \_\_\_

Do you require a work permit? Yes \_\_\_ No \_\_\_

Do you, your partner or family have any interests (financial professional or otherwise) that may conflict with your Clyst Vale Community College employment? (if yes, see attached) Yes \_\_\_ No \_\_\_

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

## 7. References

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken following shortlisting and prior to interview: Yes ___ No ___	I agree to this reference being taken following shortlisting and prior to interview: Yes ___ No ___

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by Clyst Vale Community College under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate; this may lead to dismissal without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Where did you see the advertisement for this post?**

**DATA PROTECTION ACT 1988.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY CLYST VALE COMMUNITY COLLEGE UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY CLYST VALE COMMUNITY COLLEGE. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

**DIVERSITY MONITORING** CLYST VALE COMMUNITY COLLEGE BELIEVES IN VALUING DIVERSITY. WE WELCOME AND ENCOURAGE APPLICATIONS REGARDLESS OF AGE, GENDER, SEXUAL ORIENTATION, RACE, RELIGION OR DISABILITY. TO HELP US MONITOR THE EFFECTIVENESS OF OUR POLICIES WE WOULD ASK YOU TO SAVE YOUR APPLICATION FORM THEN COMPLETE THE DIVERSITY MONITORING INFORMATION FORM ENCLOSED OR FOLLOW THE LINK SUPPLIED TO COMPLETE ON LINE.