

# BARNET AND SOUTHGATE COLLEGE APPLICATION FORM

Please read carefully and complete each section of the form. If handwritten please use black ink. Please return the completed form to the Human Resources Department at Barnet and Southgate College. Address details are listed at the end of the application form. Please note we do not accept CVs.

POST APPLIED FOR:

POST NUMBER:

CLOSING DATE:

## A. PERSONAL DETAILS

Title:

Surname:

First name:

Other names you have been known by:

Address:

Post Code:

Contact Numbers

Home:

Work:

Mobile:

Email:

Do you require a work permit?  Yes  No

National Insurance Number:



## B. DISCLOSURE OF CRIMINAL CONVICTIONS

A particular concern for Barnet and Southgate College when recruiting is to make sure that we appoint people who are suitable to work with children and vulnerable adults. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) (amendments) Order 1986. It is therefore essential that in making your application, you disclose below whether you have been convicted of a criminal offence and if so, for what offence(s). This will also include details of cautions, reprimands or final warnings:

## C. REFERENCES

Name:

Job Title:

Address:

Tel:

Fax:

Email:

May references be taken up before interview?

 Yes No

Name:

Job Title:

Address:

Tel:

Fax:

Email:

May references be taken up before interview?

 Yes No

## D. PRESENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Employed From:

To:

Salary (£):

Job Title:

Grade (if applicable):

Notice Period:

Reason for Leaving:

Main duties in current role:

## E. EMPLOYMENT HISTORY

Please give details of all previous employment starting with the most recent (including voluntary positions). If you are still in full time education, please give details of any vacation or part time employment. The information given may be used to obtain references at a later date.

Employer (full name and address)	Employed From	Employed To	Position held, duties and reason for leaving

**Please continue on a separate sheet using the same format if necessary.**

Please give details of time not already accounted for (including unemployment)

## F. EDUCATION AND QUALIFICATIONS

Starting with the most recent

School/College or University	Subject or Course	Exams (e.g. GCSE)	Grade

### Teaching Qualifications and Assessor Awards

From	To	Qualification/Award	Obtained At

General Teaching Council Number (GTC):

Institute for Learning Number (IFL):

### Membership of Professional Bodies

Date	Membership, Number and Level

### Relevant Training Courses Attended

From	To	Training Provider	Course Title

## G. SUPPORTING STATEMENT

In this section you must give full details of how your skills, abilities and experience matching the person specification of the post that you are applying for. Please continue on a separate sheet if necessary. (Please note that CV's will not be accepted.)

## H. RELATIVES

Are you related to or do you have a relationship with an employee, student or Governor of the College?

Yes

No

If yes, please give details:

## Please read the following declaration before signing this form

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that the Corporation reserves the right to seek verification of any information provided. I understand that if it is discovered that I have given false information I may be dismissed from the Corporation's employment. I suffer no legal impediment to taking up appointment.

The Corporation complies with the Data Protection Act 1998.

I agree to the Corporation using the information contained in this form for the proper administration of the recruitment process and should I be successful I agree that the information will be used as part of the employment relationship.

*(Please note that if you are short-listed for this post you will be asked to sign a hard copy of this form at your interview.)*

Signature

Date

Name (print):

Please return this application to:

**Human Resources  
Barnet and Southgate College  
Southgate Campus  
High Street  
Southgate  
N14 6BS**

**Email: [jobs@barnetsouthgate.ac.uk](mailto:jobs@barnetsouthgate.ac.uk)**

# EQUAL OPPORTUNITIES MONITORING FORM

Barnet and Southgate College is committed to ensuring that equality and diversity are integral to all of our work at every level and we actively promote diversity in our workforce. Barnet and Southgate College is also committed to a policy of Equal Opportunities in our employment practices and selection procedures. To help us to find out how far we are succeeding in providing equal access to our jobs we need the information detailed below. Please complete this form and return it with your application.

This information will not be used in any part of the recruitment process other than statistical monitoring. The form will be separated from your application as soon as we receive it and it will not be passed on to anyone involved in the short listing process

<b>Sex:</b>	<input type="radio"/> Male	<input type="radio"/> Female						
<b>Age:</b>	<input type="radio"/> 16-20	<input type="radio"/> 21-25	<input type="radio"/> 26-35	<input type="radio"/> 36-45	<input type="radio"/> 46-55	<input type="radio"/> 56-59	<input type="radio"/> 60-64	<input type="radio"/> 60+
<b>Faith:</b>	<input type="radio"/> Baha	<input type="radio"/> Buddhist	<input type="radio"/> Christian	<input type="radio"/> Hindu	<input type="radio"/> Jain			
	<input type="radio"/> Jewish	<input type="radio"/> Muslim	<input type="radio"/> Sikh	<input type="radio"/> No Religion				
Other:	<input type="text"/>							
<b>Ethnicity:</b>								
<input type="radio"/> 11 - Asian or Asian British - Bangladeshi				<input type="radio"/> 12 - Asian or Asian British - Indian				
<input type="radio"/> 13 - Asian or Asian British - Pakistani				<input type="radio"/> 14 - Asian or Asian British - Any other Asian				
<input type="radio"/> 15 - Black or Black British - African				<input type="radio"/> 16 - Black or Black British - Caribbean				
<input type="radio"/> 17 - Black or Black British - Any Other Black				<input type="radio"/> 18 - Chinese				
<input type="radio"/> 19 - Mixed - White and Asian				<input type="radio"/> 20 - Mixed - White and Black African				
<input type="radio"/> 21 - Mixed - White and Black Caribbean				<input type="radio"/> 22 - Mixed - Any Other Mixed Background				
<input type="radio"/> 23 - White - British				<input type="radio"/> 24 - White - Irish				
<input type="radio"/> 25 - White - Any Other White Background				<input type="radio"/> 26 - Any other - Gypsy, Traveller, Roma				
<input type="radio"/> 27 - Any other- Arab				<input type="radio"/> 98 - Any other				
<input type="radio"/> 99 - Do not wish to provide								
<b>What is your sexual orientation:</b>								
<input type="radio"/> Bisexual		<input type="radio"/> Gay woman / Lesbian		<input type="radio"/> Gay man		<input type="radio"/> Heterosexual / straight		
<input type="radio"/> Other		<input type="radio"/> Prefer not to say						

Barnet and Southgate College has a positive approach to employing people with disabilities. We want to actively encourage people with disabilities to apply for jobs with us. We will guarantee an interview to people with disabilities who meet the minimum criteria for a job vacancy and consider them on their abilities.

We would request that all applications provide the following information. This will be detached from your application form prior to short listing but relevant information may be shared with your manager if you are successfully appointed to the job.

Do you consider yourself to have a disability as defined by the Equality Act 2010\*?

- Yes       No       Prefer not to say

Please provide details of any particular adjustments you may require to assist you in the selection process or in employment if offered a position within Barnet and Southgate College. Information given in this section of the application form will be shared with your manager if you are successfully appointed to the job so that action can be taken to support you at work.

How did you hear about this vacancy? Please state name of publication/organisation

\* A person with a disability is described in the Equality Act 2010 as one who has physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.