

## The Manchester College

# Job Application Form

### Human Resources Department

**Openshaw Campus**, Ashton Old Road  
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Thank you for showing an interest in a position at The Manchester College.

In order to assist you in making your application, you should refer to the following documents.

- **Job description**
- **Person specification**
- **Application form**
- **Equal opportunities form**

The Manchester College has a range of employment policies in place in order to ensure fair recruitment methods are in place. In line with the Recruitment Policy, all candidates must complete an application form. Curriculum vitae will not be accepted. The college's Equality and Diversity statement ensures that all candidates are treated fairly and that the best person for the job is employed. Any information that is collected or processed as part of the recruitment process will be dealt with in line with data protection guidelines. All policy information is available on request from the Human Resources Department.

### Criminal Records Bureau (CRB) Disclosure

Due to the nature of the position you are applying for, you may be required to complete a CRB application. The college conducts such applications in line with our policy statement on the rehabilitation of offenders. You should note that having a criminal record will not necessarily prevent you from working at the college. This will depend on the position and the circumstances and background of your offences.

### How to complete the application form

When completing this application form, please give us all the relevant information that would be useful in assessing your application, considering the job description and person specification for the position. For example, rather than just state that you can do something, please show us how you can demonstrate this by giving relevant examples.

Please contact the Human Resources Department if you have any queries regarding this application.

Completed applications must be returned by the closing date.

### Submitting the application form

If filling out the form by hand, print it out and write firmly to ensure clear photocopies can be taken. Please write clearly in black ink.

If completing the application electronically, save the form and send as an attachment to [hr@themanchestercollege.ac.uk](mailto:hr@themanchestercollege.ac.uk)

**The college does not acknowledge receipt of application forms. If you have not been contacted within four weeks of the closing date, you should assume that your application has not been successful.**

**We hope this information will help you complete this application and wish you success.**

# The Manchester College Job Application Form

Job applied for	
Ref. no.	Closing date
Where did you see/hear about this vacancy?	

## Personal details

Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Dr <input type="radio"/> Other		Surname	
Forename(s)			
Address			Postcode
Telephone		Daytime contact number	
E-mail		National Insurance number	

## Education Please list in date order, most recent first

Secondary school	From	To	Qualification

## Further and Higher Education

College / University / Other	From	To	Qualification

## Main teaching subject(s) If applicable to position

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## Training / Short courses attended

Subject of course	Organising body	Date	Duration	Qualification

## Present or most recent employment

Name of employer		
Job title	Main duties	
From		To
Salary		
Notice period		
Reason for leaving (if applicable)		

## Previous employment Please list in date order, most recent first

Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

## Previous employment (continued)

Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

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Name of employer		
From	To	Main duties
Job title		
Reason for leaving		

Please give details of voluntary work, community work, work at home

Table with 5 columns: From, To, Type of work, Organisation (if applicable), Full/Part-time. It contains several empty rows for data entry.

References Please give the names and addresses of two referees, one of whom must be your present or most recent employer. Wherever possible the second reference should be from a previous employer.

Form for references with two columns: Reference 1 and Reference 2. Each column includes a checkbox for 'Please tick if you do not want your referee to be approached without prior permission' and fields for Name, Address, Telephone, and E-mail.

Asylum and Immigration Act 1996

Section 8 of the Asylum and Immigration Act 1996 places a duty on employers to check the status of new employees with regard to their eligibility for work within the UK. Consequently you will be required, prior to commencement of your employment at The Manchester College and regardless of your ethnic origin or nationality, to provide documentary evidence of your entitlement to work in the UK.

Two questions: 'Are you currently employed under arrangements covered by a Work Permit?' and 'Do you require a Work Permit?' Each has radio button options for Yes and No.

Declaration

Family relationships

Question: 'Are you related to any member of staff at The Manchester College?' with radio button options for Yes and No.

If yes, please give name and relationship

Empty text box for providing name and relationship details.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that providing misleading or false information or failing to disclose relevant information will disqualify me from appointment or, if appointed may result in my dismissal. I am under 65 years of age (the college's normal retirement age) and I am in possession of the certificates that I claim to hold.

Checkbox: 'I understand and accept the terms of the declaration.'

Signature and Date fields. Below the signature field is a note: 'If you haven't provided a signature, e-mailing this application constitutes your personal certification that the details you have given are correct.'

Two blue buttons: 'PRINT FORM' and 'SAVE FORM'

## Additional information

Please use this section to show why you feel you are a suitable candidate for this position. You should consider the requirements of the person specification and demonstrate how you meet those requirements. Please also explain why you are applying for this role.

## Additional information (continued)

# Equal Opportunities Form



## Confidentiality

The information you give will be treated in the strictest confidence and will only be used for general statistical purposes. It will be separated from your application form before any recruitment decision is made.

This information is being collected to check that the college's policy on equal opportunities is working effectively. Please help by completing this form.

Job applied for	Ref. no.
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Surname	Forename(s)
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Date of birth  Gender  Male  Female

Do you consider that you have a disability?  Yes  No

If **yes**, please specify

If you have a disability/medical condition, are there any arrangements which we can make for you if you are called for an interview?

We need to ensure that we can accommodate employees' disabilities or consider if any reasonable adjustment can be made to either our workplace or our policies and practices. If you have a disability it is important that you tell us about it.

**If you think you have a disability or medical condition that could impact on your ability to fulfil this position effectively, please give details on what assistance could be given to ensure that you are able to undertake the position you are applying for.**

## Ethnic origin

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. This cultural background does **not** mean country of birth or nationality.

Please indicate which category best describes your ethnic origin.

- 11  Asian or Asian British - Bangladeshi
- 12  Asian or Asian British - Indian
- 13  Asian or Asian British - Pakistani
- 14  Asian or Asian British - any other Asian background
- 15  Black or British - African
- 16  Black or British - Caribbean
- 17  Black or British - any other Black background
- 18  Chinese
- 19  Mixed - White and Asian
- 20  Mixed - White and Black African
- 21  Mixed - White and Black Caribbean
- 22  Mixed - any other Mixed background
- 23  White - British
- 24  White - Irish
- 25  White - any other White background
- 26  White - other European
- 98  Any other
- 99  Not known/not provided

The categories above are consistent with those used by the Office of National Statistics (ONS) 2001 census.