

**NEW COLLEGE APPLICATION FORM**

This is the first stage in our selection process and the decision to invite you to attend for interview will be based on the information you provide. Please type or write clearly using black ink as this form may be photocopied.

**Please use type or black ink**

1. Application for the post of:

.....  
(as advertised)

**Personal Details**

|  |   |  |
|--|---|--|
| <b>Surname</b>   | <b>Forenames</b>  |  |
| <b>Preferred Title (Ms, Miss, Mrs, Mr, other)</b>                | <b>Are you a car owner</b> <input type="checkbox"/> Yes <input type="checkbox"/> No         |  |
| <b>Date of birth</b>   | <b>Are you registered disabled</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>Address (including post code)</b>                             |   |  |
| If yes, Disablement Reg. No.<br><b>Equal Opportunities apply</b> |   |  |
| <b>Daytime tel. no.</b>  | <b>Evening tel. no.</b>   |  |
| <b>Current Salary</b>  | <b>Date available to commence</b>   |  |

**Education and Qualifications (most recent, first) *expand as necessary within CV***

| Name of Secondary School/College/Professional Institute | Dates |    | Qualifications Obtained/Subjects/Grades |
|---|-------|----|---|
|   | From  | To |   |
|   |       |    |   |

**Training/Non-Qualification Courses (most recent, first) *expand as necessary within CV***

| Course Title | Dates |    | Full-time/Part time<br>Evening/Distance | Course Provider |
|--------------|-------|----|---|-----------------|
|              | From  | To |   |                 |
|              |       |    |   |                 |

**Employment History (most recent, first) *expand as necessary within CV***

| Employers Name & Address | Dates |    | Full-time/Part time<br>(for part-time posts<br>please state hours) | Job Title – outline of duties<br>held. |
|--------------------------|-------|----|--|--|
|                          | From  | To |  |  |
|                          |       |    |  |  |

***Please explain any gaps in employment/education***

## ADDITIONAL INFORMATION

### Applicants for an Administrative post (*if applicable*)

Typing speed (estimated number of words per minute)

### Applicants for a Teaching post

DfEE number

Date of recognition as qualified teacher..

Age range and subjects qualified to teach

### For all Applicants

Number of days and instances of sickness absence in the last two years

Comments (if any)

National Insurance number

Are you related to any member of the governing body or staff at New College  Yes  No

If yes, please give name and relationship

## REFERENCES

It is our policy to send for references of long-listed candidates prior to the selection event. **If you do not** want us to approach your referees at this stage, please place a cross in the relevant box below and indicate the reason for this in the space provided.

1. Current/Most Recent Employer Reference

2. Second Reference

Name

Name

Job Title

Job Title

Address (including post code)

Address (including post code)

Tel

Tel

Fax

Fax

Email

Email

1<sup>st</sup> Referee

2<sup>nd</sup> Referee

## CRIMINAL CONVICTIONS

### Rehabilitation of Offenders Act

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the college. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies. You are asked to note that a check is always carried out in police records for details of any criminal offence.

Have you been convicted of any criminal offence?  Yes  No

If yes, please give details.

## MONITORING

- Equal Opportunities
- Recruitment

The college seeks to provide equality of opportunity to all learners and employees regardless of gender, sexual orientation, faith, nationality, race or ethnic origin, age, marital status, responsibility for dependents, disability, non-compromising criminal convictions or any other stereotypical expectations. To ensure that the equal opportunities policy remains effective, monitoring of applications is carried out. As part of the monitoring, the Corporation seeks the co-operation of all applicants by the completion of the enclosed Equal Opportunities sheet. The information that you provide will form part of a confidential statistical record which will not be used for any other purpose than the analysis of the college's equal opportunity policy.

## DECLARATION

I hereby declare that to the best of my knowledge the information given in this application is correct. I understand that any false or misleading information given in this application may lead to my dismissal. I also understand that I must not, under any circumstances, attempt to influence any member of the governing body or staff concerning my application for employment.

I agree that the college can approach my previous employers for a reference and to confirm the basis of any factual information provided.

I consent to the college using my personal data for personnel, monitoring and management purposes.

Signed

Date

## DATA PROTECTION

The college collects & keeps information from job applications so that we are able to send details of future job opportunities to you. We keep your name and address together with details of your application. If you do not want us to do this, please indicate by ticking the box below.

I do not want you to keep my details on file if I am unsuccessful in my application

# NEW COLLEGE MONITORING FORM

In order to help us monitor the implementation of equal opportunities policies, candidates are requested to provide the following information. The information that you give on this questionnaire will be treated in the strictest confidence and is not seen by anyone involved in the selection process.

TITLE.

NAMES

Including first name(s) and surname/family name

PREVIOUS NAMES

PREFERRED TITLE

Mr/Miss/Mrs/Ms/Dr/Other

.DATE OF BIRTH

PLEASE TICK RELEVANT BOX

MALE

FEMALE

16-18

19-35

36-49

50-59

60-65

Over 65

## ETHNIC ORIGIN

### White

British

Irish

Other White

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian

### Chinese or Other Ethnic Group

Chinese

Other Ethnic Group

### Black or Black British

Black Caribbean

Black African

Other Black

### Mixed

White and Black Caribbean

White and Asian

White and Black African

Other Mixed

## DISABILITY:

Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities".

Using this definition do you consider yourself to have a disability? Yes/No

## ADVERTISING:

To enable us to monitor the effectiveness of our advertising please inform us where you heard about this position.

Agency  Local Newspaper (please specify)

National Newspaper (please specify)  Friend

Other – please give details below