

GET vacancy application form

This application form enables us to consider your application and you are asked to answer all questions fully with the assurance that your answers will be treated in the strictest confidence. Please also send in a current CV to support your application, if possible.

If you have difficulty completing this application form, or you have a disability which prevents you from completing this form, please contact HR on 01452 423461

A) Personal details

Position applied for	How did you hear about this vacancy				
Title (Mr/Mrs/Miss/ other)	Surname				
Forenames	Preferred name				
Address	Mobile no.				
	Home tel no.				
	Work tel no. (if we can contact you there)				
Postcode	E-mail address				
Non-EU citizens only: Will you require a work permit to take up employment at The College of Law in the UK?	National insurance no.				
Yes / No					
Do you hold a full and clean driving licence? Yes / No					
Have you been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974?					
Yes / No if yes, please give brief details					

B) **Equal Opportunities**

Please tick the appropriate boxes:

Gender Female Male									
Marital status Single □ Civil Partnership □ Married □ Divorced □ Widowed □ Separated □									
Date of birth	Age grou		4 🗆	25-34 🗆	35-44 🗆	45-54 🗆	55-64 🗆	65+	
I would describe my ethnic origin* as:									
A Other white state)	te background (plea	Britis	h 🗆		Irish □				
B Mixed White and Black Caribbean White and Black African White and Asian Cother mixed background (please state)									
	Asian British an background (plea	India	n 🔲		Pakistani []	Bangladeshi		
	Black British ck background (plea		bean		African				
	or other ethnic group ease state)	Chin	ese []					
Nationality									
Do you considusability?	der yourself to have	a Yes		No 🗆					
If yes, what form does the disability take?									
Are there any special facilities which we would need to provide:									
if you attend a		on would		o provido.					
if you are offe	red the position?								



C) Secondary Education	C)	Secondar	v Education
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C) <u>Secondary Education</u>							
Schools attended	From	То	Qualifications obtained (including grades and dates)				
D) Further and Professional Ed	D) Further and Professional Education						
College/University course attended	From	То	Qualifications obtained (including grades and dates)				
E) <u>Training</u>							
Please give details of any other course are relevant to the position you are app		current Pro	fessional Memberships and other qualifications which				
F) Other relevant skills							
Please rate your computer skills using the following scale: 1 = basic knowledge (occasional use), 2 = working knowledge (daily use, proficient), 3 = advanced knowledge (qualification or equivalent standard)							
Please indicate any other skills and interests not mentioned elsewhere (eg spoken languages)							
G) Present or most recent employment							
Are you still working for this company?		K	leason for leaving/wishing to leave				
Yes ☐ If yes, please provide your not	•						
No ☐ If no, please provide your leaving date:							
Please provide a brief description of duties and responsibilities (please attach additional sheet if required)							



H) Previous Employment

Positions should be listed in date order with the most recent first. You should account for any gaps in employment (subject to the provisions relating to disclosure under the Rehabilitation of Offenders Act 1974). Please use separate sheet if necessary.

Name and address of employer	Job title, salary and responsibilities (brief outline)	Dates	Reason for leaving
		From:	
		То:	
		From:	
		То:	
		From:	
		То:	
		From:	
		То:	

I) Suitability for the role

Please use the space below to tell us anything else in support of your application. (continue on the next page if required).



J) References

All appointments are subject to receipt of satisfactory references. Please give details of two people who we can approach for references. At least one referee must be from current or recent employment.

Referee 1		Referee 2
Name of referee		Name of referee
Joh title of referee / Organisation		Joh title of referee / Organisation
Job title of referee / Organisation		Job title of referee / Organisation
M/hat is your relationship to this paras	n?	What is your relationship to this person?
What is your relationship to this perso	11 !	What is your relationship to this person?
Can we approach this referee immedia	ately?	Can we approach this referee immediately?
	atery!	
Yes □ No □		Yes □ No □
Address		Address
Address		Addiess
Posto	anda:	Postcode:
Tel no.	,oue.	Tel no.
		101110.
E-mail address		E-mail address
E-mail address		E-IIIaii auuless
K) <u>Certification</u>		
N) <u>Gertineation</u>		
		ate to the best of my knowledge and belief. I
		gly made or the withholding of any relevant
information may result in the withdraw appropriate.	al of any offer of employ	ment or the termination of employment as
арргорпате.		
Signature:	Name:	Date:
+Please note that for the successful candidate, the info complies with the provision of the Data Protection Act		reate a confidential computer and manual based file, the use of which

Please return form to: Erica Phelpstead, HR Advisor, Gloucestershire Engineering Training,
Unit 2.7 Barnwood Point, Corinium Avenue, Barnwood, GLOUCESTER GL4 3HX
Tel: 01452 423461 or E-mail to: e.phelpstead@gtg.org.uk

