

# APPLICATION FORM – LECTURING & MANAGEMENT SPINE



<b>POST</b>	<input type="text"/>		
<b>FACULTY/DIVISION</b>	<input type="text"/>	<b>CLOSING DATE</b>	<input type="text"/>

**PLEASE COMPLETE ALL SECTIONS FULLY IN BLACK INK.**

You may enclose a CV to provide additional information however this is not a suitable substitute.

Submitted applications with missing or incomplete pages may be excluded from shortlisting.

<b>PERSONAL DETAILS</b>	
Surname <input type="text"/>	Initials <input type="text"/>
Address <input type="text"/>	Tel No (Home) <input type="text"/>
<input type="text"/>	Mobile No <input type="text"/>
<input type="text"/>	Tel No (Business) <input type="text"/>
<input type="text"/>	Email <input type="text"/>
Postcode <input type="text"/>	IfL Number <input type="text"/>

<b>EDUCATION AND QUALIFICATIONS (most recent first).</b> Please continue on a separate sheet if necessary.		
<b>Last School Attended:</b>	<b>Address:</b>	<b>Dates:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>First Degree(s)/Diploma(s):</b> (give details of subjects and Class/Division)	<b>Educational Establishment:</b>	<b>Dates:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Higher Degree(s)/Diploma(s):</b> (Indicate full or part time)	<b>Educational Establishment:</b>	<b>Dates:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Teaching/Other Qualifications/ Membership of Professional Bodies:</b>	<b>Educational Establishment:</b>	<b>Dates:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**NB. All qualifications will need to be verified if offered employment.**

**PRESENT OR LAST EMPLOYMENT**

Name of Employer

Address of Employer

Position held

From

To

Period of notice required

Full or part time:

Number of hours worked per week if part-time:

Basic salary per annum: £

Allowances: £

Summary of main duties:

**PREVIOUS TEACHING EXPERIENCE** Please continue on a separate sheet if necessary.

Name and address of Employer	Position held	From MM/YY	To MM/YY	Length of Service
Full-time:				
Part-time: (include average weekly hours):				

**PREVIOUS INDUSTRIAL EXPERIENCE** Please continue on a separate sheet if necessary.

Details of original work/research/publications:

**Subjects taught (including level):** Please underline those you feel particularly qualified to teach

**Other subjects you would be prepared to teach (including level):**

## SUPPORTING STATEMENT

Please describe concisely the type of work you have undertaken in your present and/or past employment and include any other relevant information. You should use the job description and/or the person specification to help you. We shortlist on how well you meet the requirements of the job description and/or the person specification. Please use the space provided below. If you need more space you may attach one additional continuation sheet.

I hereby give permission for personal information contained in this application (including the Equal Opportunities Monitoring Form ) to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of equal opportunities monitoring. If appointed, the information will be used to form the basis of my personnel record.

I understand that appointment to the post will be subject to satisfactory medical clearance, Criminal Records Bureau Disclosure check and references satisfactory to the College.

I declare that the information given above and in any supporting documents is correct and that nothing has been omitted that would affect this application. I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.

Signature:

Date:

# EQUAL OPPORTUNITIES MONITORING



## THIS PAGE WILL BE DETACHED BEFORE SHORTLISTING TAKES PLACE

It is the College's policy that no employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability in any matters to do with employment. As we monitor all applications, please provide the information requested below – this will in no way affect your application. Thank you for your assistance.

Post applied for

Forenames  Surname

Title (Mr/Mrs/Miss/Ms/Dr etc)  Date of Birth  NI Number

The following information is only used once any offer of employment has been accepted.

Surname at Birth:  Used Until:

Any other Surname used:  Used Until:

Any other Forename used:  Used Until:

What is your Nationality?

Do you have any restrictions on your employment/stay in the UK? Please state yes or no

If yes, please give details

Do you have a disability or condition which may affect your ability to do this job? Yes or no

If yes, please give brief details

If you have a disability, please do not hesitate to tell us if there are any facilities or equipment you need to help you at interview or to enable you to carry out the job, if appointed.

Do you consider yourself to be in good health? Please state yes or no

If no, please give further details

How many work days have you missed due to sickness during the last 12 months?

How would you describe your gender? Male/Female/Other

### ETHNIC ORIGIN (The groupings used are those recommended by the Commission for Racial Equality)

**Asian/Asian British:** Bangladeshi - 11 / Indian - 12 / Pakistani - 13 / Other Asian - 14

**Black/Black British:** African - 15 / Caribbean - 16 / Other Black – 17 **Chinese:** Chinese - 18

**Mixed:** White and Asian - 19 / White and Black African - 20 / White and Black Caribbean - 21 / Other Mixed - 22

**White:** British - 23 / Irish - 24 / Other White – 25/ Other European - 26

**Other:** Any other – 98 / Prefer not to say – 97

Please indicate which number group you consider yourself from the above categories:

**THIS PAGE WILL BE DETACHED BEFORE SHORTLISTING TAKES PLACE**

**REFERENCES**

It is College practice to ask for references prior to interview. Give the details of two people who are prepared to act as your referees, **one of which should be your present and/or last employer**, and should not be a relative. We may contact any of your previous employers. Please indicate clearly against the name of the referee if you **do not** wish us to contact them prior to interview.

Name	<input type="text"/>	Name	<input type="text"/>
Position held	<input type="text"/>	Position held	<input type="text"/>
Address (including postcode)	<input type="text"/>	Address (including postcode)	<input type="text"/>
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Relationship to you	<input type="text"/>	Relationship to you	<input type="text"/>

Please state where you saw details of this post:

Please give details of any other post/s you have applied for at Kingston College, including dates:

The post for which you have applied is not protected by the provisions of the Rehabilitation of Offenders Act 1974. Note that failure to disclose any **criminal offences** or **Mental Health Orders** could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt that you have had any criminal offences or been the subject of any such orders.

Have you at any time been convicted of a criminal offence, including cautions, or made the subject of an order under the Mental Health Acts?

Yes or no  If **YES** attach details in a sealed envelope addressed to the **Director of Personnel**.

Are you related to or do you have any close connections with any staff or Governors of Kingston College?

Yes or no  If yes, give their name

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Signature:

Date:

**Completed application forms should be returned to:**

Personnel Division, Kingston College, Kingston Hall Road, Kingston upon Thames, Surrey, KT1 2AQ by noon on the closing date indicated on the job description.