



Telephone: 01708 462847 Fax: 01708 462851
Email: hr@havering-college.ac.uk
Website: www.havering-college.ac.uk

Application Form

Havering College is an equal opportunities employer that welcomes applications from all candidates regardless of gender, race or colour, ethnic origin, religious belief, sexual orientation, disability or age.

The College welcomes applications from disabled people.

Please indicate on this form if there is anything that we need to do or take into consideration to ensure that the short listing process is fair in relation to people with disabilities.

If you would like this application form in an alternative format, please contact the HR Team on 01708 462847 during office hours.

The letter inviting short listed candidates for interview will ask if you need any adjustments for the interview itself. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are appointed.

About this form

You are advised to read the following notes carefully as the decision to shortlist you for the interview will be based solely on the information you provide on this form. The job description will tell you what duties and activities are involved in the role, and the person specification (which is normally found attached to the Job Description) details the skills and experience you require to be successful in this role. The essential requirements of the Person Specification make up our shortlisting criteria, so the more of these requirements you are able to demonstrate, the greater likelihood you will have of being invited to interview.

A CV can be attached to the application form, but you will still be required to complete the application form in full.

Completing the Application Form

Read the application form carefully before you complete anything. Please complete the form in English. It might help you to type your personal statement in MS Word (or a similar programme) and then cut and paste it into the personal statement section of the application form. Please complete the form in black type. Although you cannot sign the declarations electronically, you are still required to type in your name and date each one. You may be asked to physically sign the application form later.

If you have any queries

Please contact the HR team if you have any questions on Telephone: 01708 462847,
Fax: 01708 462851 or email hr@havering-college.ac.uk

Note: You must sign this application form in the 3 places indicated with *





This form will be treated in strict confidence and kept in accordance with the Data Protection Act 1998.

1. Details of the post for which you are applying

Post: Ref. No:
Department: Closing Date:

2. Present Employment and Previous Employment

Please start with most recent post, and detail full work history, continuing on separate sheet if necessary.

Name of Employer	Post Title	Date Started	Date Leaving	Reason for Leaving	Salary/ Notice Period

Periods not accounted for above

Professional Qualifications / Memberships

Continue on separate sheet if necessary

Qualification or Membership	Professional Body or Institution	Grade or Level	Date attained	Current status



3. Education, Training and Qualifications

Where specific qualifications are required for the post, evidence of these qualifications will be required prior to commencement of employment. Continue on separate sheet if necessary.

School, College, Institution or Examining Body	Course and Subject taken	Grade / Qualification	Year received award (or date due)

Teaching Qualifications

School, College, Institution or Examining Body	Course and Subject taken	Grade / Qualification	Year received award (or date due)

Other training over past 3 years which is relevant to application

Institution or Examining Body	Course and Subject taken	Grade / Qualification	Year received award (or date due)



4. Personal Statement

Your personal statement should include details of previous experience and any other relevant information that you feel may support your application.

You are advised to base this section on the person specification of the job you are applying for. WITHOUT THIS SECTION COMPLETED YOU ARE MUCH LESS LIKELY TO BE SHORTLISTED.

Please complete in black type.





Referees

All referees should be professional rather than personal, and should be your last two employers where possible. If you have previously worked at a college or school, even if it was more than 2 years ago, please note that we reserve the right to approach that employer for a reference in addition to the two you provide. Gaps in employment will also require an explanation. For those seeking a first job, one referee should be your school teacher or college tutor. Note that referees are only contacted after job offer.

Referee 1

Title: Name:

Job Title: Company name:

Telephone number / email address: Postal address:

Referee 2

Title: Name:

Job Title: Company name:

Telephone number / email address: Postal address:

Do you have any other employment (include part-time or night work) which you intend to continue?

Yes: No: If Yes, please provide details:

Do you have any other commitments which may limit your working hours e.g. judicial, military or local government?

Yes: No: If Yes, please provide details:

Please return completed application form to: Human Resources Department, Havering College of Further and Higher Education, Ardleigh Green Road, Hornchurch, Essex RM11 2LL





This Section of the application form will be detached and retained by the HR team.
It is not seen by the short listing panel.

Personal Details

Title: First name:

Surname:

Date of Birth: National Insurance Number:

Any previous names:

Contact email address:

Address (including postcode) that all correspondence will be delivered to:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

Please state any dates you are unable to attend interview, e.g. Holidays:

Do you hold a full current UK driving licence? Yes No

Are you related to a member of staff or a governor at Havering College? Yes No

If Yes, give details:

Declaration

I declare that to the best of my knowledge and belief all the information in support of my application is true.

(Please note, should any answers to the questions on this application be found to be false within the knowledge of the candidate, or should there be any wilful omission, or suppression of any material fact the candidate, if appointed, will be liable to be dismissed).

Signed * Dated

Print Name





Are you Male: Female:

Do you require a work permit to work in the UK? Yes: No:

Where/how did you hear about this vacancy?

Do you consider yourself to have a disability under the Equality Act 2010?

("a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities") Yes: No:

If yes, please provide relevant details here and/or indicate any special requirements that you have:

Would you like to have your application considered under the Job Interview Guarantee Scheme for disabled applicants, which allows you to be shortlisted for interview automatically provided that you meet the minimum essential criteria for the post?

Yes: No:

Which of the following descriptions would you consider applies to you?

- | | | | | | |
|---------------------|--------------------------|------------------------|--------------------------|------------------|--------------------------|
| African: | <input type="checkbox"/> | Arab: | <input type="checkbox"/> | Bangladeshi: | <input type="checkbox"/> |
| Black British: | <input type="checkbox"/> | Black Other: | <input type="checkbox"/> | Caribbean: | <input type="checkbox"/> |
| Chinese: | <input type="checkbox"/> | Gypsy/Irish Traveller: | <input type="checkbox"/> | Indian: | <input type="checkbox"/> |
| Irish: | <input type="checkbox"/> | Not Known: | <input type="checkbox"/> | Other Asian: | <input type="checkbox"/> |
| Other Ethnic Group: | <input type="checkbox"/> | Other Mixed/Multiple: | <input type="checkbox"/> | Other Non White: | <input type="checkbox"/> |
| Pakistani: | <input type="checkbox"/> | White British: | <input type="checkbox"/> | White and Asian: | <input type="checkbox"/> |
| White African: | <input type="checkbox"/> | Black African: | <input type="checkbox"/> | White Caribbean: | <input type="checkbox"/> |
| Black Caribbean: | <input type="checkbox"/> | White Other: | <input type="checkbox"/> | | |





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Disclosure and Barring Service Check

The College has a legal responsibility to protect its students and is committed to safeguarding and promoting the welfare of students. As the College has a diverse student base ranging from students aged 14 years old to vulnerable adult students, the College's position is that due to the number of individual units, buildings, and sites and the inability for the College to ever protect fully against the potential for any member of staff to be in unsupervised contact with those under the age of 18, or vulnerable adults, an enhanced disclosure is carried out on all employees and workers.

Enhanced Disclosure

Such a disclosure contains details of any spent or unspent convictions, as well as cautions, reprimands and warnings, recorded by the policy centrally. It will also indicate if there are no such matters on records.
The Enhanced Disclosure may also reveal:

- whether the individual is barred from working with children by virtue of his/her inclusion on lists of those considered unsuitable to work with children maintained by the Department for Education and Skills and the Department of Health.
- whether a person is barred from working with vulnerable adults by his/her inclusion on a list of those considered unsuitable to work with such people to be held by the Department of Health.
- non-conviction information from local police records which a Chief Police Officer thinks may be relevant in connection with the type of role the person will be carrying out.

Declaration of Offences

Your declaration will be compared to the Disclosure and Barring Service check information, when it is received. Convictions are not necessarily a bar to employment, but failure to disclose a conviction could result in dismissal or disciplinary action by the College. Note that the criminal convictions declaration is detached from your application form before selection takes place, so that the short listing panel are unaware of your responses to this section. If you have any questions or queries about this process and how it applies to you, please contact the HR department as soon as possible.

Handling of Disclosure Information

The College is required to comply with the DBS Code of Practice in relation to the correct handling, use storage and disposal of Disclosure information. The College must also comply with the Data Protection Act 1998. In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive this in the course of their duties. Disclosure Information for employees at Havering College is only accessible to the Principal, and Human Resources. Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Please complete the following declaration:

Have you ever been convicted of a criminal offence or received a reprimand, warning or caution? (please indicate)

Yes: No: If yes, please give details below:

Print Name:

Dated:





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Regulated Activity Declaration

Please complete the following declaration if the job you are applying for involves Regulated Activity (e.g. teaching, learning support, job coaching, preschool / nursery work or supervising children). If the job for which you are applying is not covered by the above, you may disregard this section completely.

To the best of your knowledge: (please type YES or NO in the boxes provided)

Have you been barred from working with Children?

Have you been barred from working with Vulnerable Adults?

Print Name:

Dated: Signed: *

Equal Opportunities for Job Applicants

Havering College of Further and Higher Education is working for equality. Discrimination still exists in our society, and some groups and individuals may presently suffer from the effects of past discrimination. We are mindful of this and are determined that no discrimination shall apply in the selection of job applicants whether intentionally or otherwise, with regard to sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity

In order to carry out this policy, the College asks job applicants to record how they would describe themselves. This additional information will only be used to help ensure that all receive equal and fair consideration. Please assist us in our equal opportunities policy by providing, in confidence, the additional information below. If you object to providing this information you do not have to answer the question. We will respect your viewpoint and your application will not be harmed or affected.

Sexual Orientation

Please indicate which of the following descriptions of sexual orientation would you consider applies to you:

Bisexual: Gay: Lesbian: Heterosexual: Do not wish to state:

Religion or Belief

Please indicate which of the following descriptions of religious belief would you consider applies to you:

Christian (includes all denominations): Muslim: Hinduism: Judaism:

Buddhism: Sikhism: No religion: Do not wish to state:

Other: Please state:

SUBMIT

RESET

