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3 Work and other experience (start with the most recent and include any voluntary gaps in employment)

Name and address of employer or activities when not employed	Dates From To	Position held and main duties of the post

Current/most recent salary	£ _____	Per Week/Month/Year
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4 Additional information

State your National Insurance number	
State your D.F.E.S. and/or IfL number , if appropriate Mandatory field: Please complete for all teaching roles	
Date started in teaching: Mandatory field: Please complete for all teaching roles	
If you have had a career break then please give the date you returned to teaching: Mandatory field: Please complete for all teaching roles	
Do you belong to a Local Government pension scheme? If so which one?	
Are there any restrictions relating to your employment in this country?	
From what date would you be available to start work?	
State any dates on which you will not be available for interview:	

Number of days absent from work due to sickness in the last twelve months?	
How many periods of sickness does this represent?	
Is this your usual level of sickness?	

Are you related to, in a relationship with, or a personal friend of any member of the Corporation(s) or any staff member of the College or its subsidiaries?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes: Name:
Position:	Relationship:

5 References

Referee 1	Current or most recent employer (in last 12 months)	Referee 2	Previous employer
Title		Title	
Name		Name	
Position		Position	
Capacity		Capacity	
Address		Address	
Tel		Tel	
E-mail		E-mail	
<i>Please indicate if you would prefer us not to take up references before an interview:</i> Please do not take up this reference <input type="checkbox"/>		<i>Please indicate if you would prefer us not to take up references before an interview:</i> Please do not take up this reference <input type="checkbox"/>	

6 Statement in support of application (please see guidance notes)

Declaration

I declare that the information that I have given on this form is correct and may be used for registered purposes under the Data Protection Act 1988. I understand that should my application proceed to interview/offer of employment I will be required to produce supporting documentation as evidence of my qualifications, previous experience, eligibility for employment and where applicable any criminal convictions. Please note that all offers of employment are subject to satisfactory medical, CRB clearance and reference checks.

Providing any misleading or false information to support your application or canvassing directly or indirectly for an appointment will disqualify you from being appointed and will render you liable to dismissal without notice. All appointments are subject to the satisfactory completion of an agreed period of probationary service unless agreed otherwise.

E-mail applications: If you are sending your application form by e-mail, please tick this box (as a substitute to your signature) to confirm that you agree to the above declaration. Please note that when you submit this form by e-mail the information that is sent to us will not be encrypted.

Candidates returning the job application by e-mail will be asked to sign this page if invited for an interview

Name _____

Signature _____

NAME:



DISABILITY SUPPORT INFORMATION

All applicants with a disability who satisfy the minimum criteria will be shortlisted

PART 1 – Disability Discrimination Act

The definition of a disability according to the Disability Discrimination Act (DDA) 1995 (as amended) is “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”. Long-term is taken to mean that a person’s impairment has lasted or is likely to last for more than 12 months. The following are some of the disability categories. Please note that this is not an exhaustive list.

- Mental health difficulties
- Speech, hearing or visual impairment
- Mobility difficulties
- Medical conditions, e.g. Diabetes
- Dyslexia and other specific learning difficulties
- Continence
- Manual dexterity difficulties

Anyone who has a diagnosis of HIV, cancer or multiple sclerosis is automatically considered as disabled under the DDA. The College does not discriminate on the grounds of a person’s disability and is committed to providing appropriate support for staff and students with disabilities and the following information will assist us to do this.

Do you consider that you have a disability or health condition which falls within the above Disability Discrimination Act definition?

Yes No

PART 2 – Understanding your disability

Without knowledge of your disability, it may be difficult to fully support your needs and make necessary adjustments for you.

Please describe your disability:

The above category of definitions may be helpful to you in describing your disability.

What support would you require to carry out your day-to-day activities?

The College is spread over several sites and access and support arrangements vary slightly depending on the location. Please indicate if you are likely to require any of the following at any stage of your application:

<input type="checkbox"/>	Information in large print	<input type="checkbox"/>	Induction loop system
<input type="checkbox"/>	Sign language or other interpreting needs	<input type="checkbox"/>	Wheelchair access
<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>	No support required

If you have any questions regarding assistance then please contact our recruitment team on 020 8918 7015 or email recruitment@south-thames.ac.uk

DISCLOSURE OF CRIMINAL CONVICTIONS



As South Thames College meets the requirements in respect of exemption under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment *may* be subject to a criminal record check as a condition of the appointment. Therefore, all applicants must complete and date one of the boxes either A or B below.

Please read the guidance notes carefully before completing this form

We operate checking procedures in accordance with the Home Office Circular 86/44, DES Circular 4/86 and the Disclosure procedures detailed in the Police Act 1997, Section V. If you are selected for appointment, you may be subject to these procedures (see guidance notes for more information).

Explanatory Notes

- The post you are applying for is exempt from Section 4b of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 & 1986 and as such successful candidates will be subject to an *enhanced* CRB check. This will reveal all cautions and convictions; even offences considered 'spent' and which you may previously have been advised would not appear after a given number of years.
- If you give any information which you know is false or if you withhold any relevant information, this may lead to your application being rejected or if you have already been appointed, to your dismissal.

A) I declare that I have no criminal convictions, cautions or bind-over orders to disclose:

Name:

Signed:

Date:

Please tick the box if you are applying via email

Candidates returning application by e-mail will be asked to sign this page if invited for an interview

B) I declare below any convictions, cautions or bind-over orders as follows:

DATE OF OFFENCE

NATURE OF OFFENCE

OUTCOME

Name

Signed:

Date:

Please tick the box if you are applying via email

Candidates returning application by e-mail will be asked to sign this page if invited for an interview

EQUAL OPPORTUNITIES & DIVERSITY MONITORING



- The College aims to promote equality and diversity by:
- Recruiting, developing and retaining a diverse workforce.
 - Addressing inequalities in participation, retention, achievement and progression.
 - Continually improving practice as an employer in promoting equal

The following data is collected to help us monitor adherence to our policy:

NAME:

POST DETAILS			
Position applied for:			Ref No. J
How did you hear of this vacancy? (Please tick)			
<input type="checkbox"/>	National Media (please specify publication):	<input type="checkbox"/>	South Thames College website
<input type="checkbox"/>	Regional Media (please specify publication):	<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Internet job site (please specify):	<input type="checkbox"/>	Other (please state):
Have you applied to/been employed by South Thames College before?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If so please give details/dates:			

AGE AND GENDER			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth:	Age:

ETHNICITY (Please tick the appropriate category or use the space provided to provide your own definition.)			
<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – White and Asian
<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White and Black African
<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White and Black Caribbean
<input type="checkbox"/>	Asian or Asian British – any other (please specify):	<input type="checkbox"/>	Mixed – any other (please specify):
<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>	White – British
<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>	White – Irish
<input type="checkbox"/>	Black or Black British – any other (please specify):	<input type="checkbox"/>	White – any other (please specify):
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	White – Other European (please specify):
<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	Any other (please specify):
<input type="checkbox"/>		<input type="checkbox"/>	Not known

This form is removed from your application prior to the selection process commencing and is only used for monitoring purposes.

Filename: Application Form
Directory: C:\Documents and Settings\faith.Overo-
idudu\Desktop\new job app
Template: N:\My Settings\Application
Data\Microsoft\Templates\Normal.dot
Title: JOB APPLICATION FORM (HR)
Subject:
Author: Cathy Girling
Keywords: JOB, APPLICATION, FORM, HR,
Comments:
Creation Date: 19/10/2009 12:14:00
Change Number: 4
Last Saved On: 24/02/2010 14:05:00
Last Saved By: michael.pun
Total Editing Time: 18 Minutes
Last Printed On: 26/05/2010 10:58:00
As of Last Complete Printing
Number of Pages: 9
Number of Words: 2,131 (approx.)
Number of Characters: 11,213 (approx.)