



DATE: ...../...../.....

## Employment Application Form

Please complete, in full, all sections of this application form.

Post Applied For ..... Dept. ....

How did you learn of this vacancy? .....

Do you know/are you related to any member of staff at CCMS? Yes  No  If yes, please state relationship, name, job title and department

.....

### 1 Personal Details

**This section for Teaching Posts only:**

TRN Teachers' Reference Number .....

Qualified Teacher Status:

Yes  No

Are you registered with the Teaching Agency for England:

Yes  No

National Insurance Number: .....

Title: Mr / Mrs / Miss / Ms / Other (please specify)

.....

Surname: ..... First Names: .....

Address: .....

.....

.....

Postcode: .....

Tel No. .... Work Tel No.

.....

Mobile No. .... E-mail address: .....

DoB: ...../...../..... Full UK Driving Licence? Yes  No

Please note that under the Immigration Asylum and Nationality Act 2006, we have an obligation to ensure you have the right to work in the UK prior to any commencement of employment. If you fail to produce the required genuine documents prior to employment with the College, or if it is found that those documents do not meet the legal requirement, any offer will be withdrawn).

### 2 Eligibility to work in the UK

### 3 Education/Qualifications (Secondary, Further & Higher)

|  |   |                        |  |
|--|---|------------------------|--|
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | If yes, please detail: |  |
| Do you need a work permit to take up employment in the UK?   | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | If yes, please detail: |  |

| Dates |      |       |      | Place | Subject | Qualification/Grade |
|-------|------|-------|------|-------|---------|---------------------|
| From  |      | To    |      |       |         |                     |
| Month | Year | Month | Year |       |         |                     |
|       |      |       |      |       |         |                     |

4a **Work Related Training** (please start with your current or most recent work related training)

| Dates | Place | Subject | Qualification/Grade |
|-------|-------|---------|---------------------|
|       |       |         |                     |

4b **Regulatory Training** (please confirm any acquired regulatory training stated in the box below)

| Training Subject        | Expired: YES / NO | Date of Certificate(s): (from) - (to) |
|-------------------------|-------------------|---------------------------------------|
| 1. First Aid Training   |                   |                                       |
| 2. Minibus Training     |                   |                                       |
| 3. Fire Safety Training |                   |                                       |

5 **Employment (All applicants are to note the following:** Please commence with your most recent employment with start and end dates. Provide a full history in chronological order since leaving school, including dates out of employment for training and any part time and voluntary work as well as full time employment. Provide explanations for periods not in employment, education or training and reasons for leaving employment. Continue on another sheet, if required)

| Dates |      |       |      | Name of Employer<br>&<br>type of business | Post Held | Reason for Leaving | Salary |
|-------|------|-------|------|---|-----------|--------------------|--------|
| From  |      | To    |      |   |           |                    |        |
| Month | Year | Month | Year |   |           |                    |        |
|       |      |       |      |   |           |                    |        |

5a **Breaks in Employment**

Please indicate nature/reasons for any breaks in employment including relevant dates:

6 **Experience** (Please give details of all experience relevant to the post you are applying for)

7 **Reasons for applying for this post**

8 **Interests**

Please list any external interests you may have:

9 **For Posts applied for offering College accommodation only**

Please detail below who would be living with you in College accommodation, should you be appointed:

Name(s): ..... Relationship: ..... Over the age of 16 years: YES  NO

Name(s): ..... Relationship: ..... Over the age of 16 years: YES  NO

Name(s): ..... Relationship: ..... Over the age of 16 years: YES  NO

Name(s): ..... Relationship: ..... Over the age of 16 years: YES  NO

Name(s): ..... Relationship: ..... Over the age of 16 years: YES  NO

10 **Availability**

Date available to commence work /Notice Period: .....

11 **Referees**

Please give the names, addresses and telephone numbers of two referees, one of **whom should be your present (or most recent) employer**. Please also indicate if we can contact each referee before interview.

For those applicants who are seeking a role immediately after attending College or University, **please provide a referee from that College or University**.

|   |       |   |       |
|---|-------|---|-------|
| 1 | ..... | 2 | ..... |
|   | ..... |   | ..... |
|   | ..... |   | ..... |
|   | ..... |   | ..... |
|   | ..... |   | ..... |
|   | ..... |   | ..... |

Tel No ..... Tel No .....

(In addition to the postal address, please supply an email address) (In addition to the postal address, please supply an email address)

Email ..... Email .....

How does this referee know you? How does this referee know you?

Contact prior to interview? Yes  No  Contact prior to interview? Yes  No

12a **Acknowledgement / Declaration**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website address below:

[www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

12b **\*PLEASE READ AND TICK AS APPROPRIATE.**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’ [http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

**PLEASE TICK THE APPROPRIATE BOX**

\* I have not been disqualified from working with children. I am not named on The Children's Barred List and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and/or

\* Subject to 12a, I have submitted details of convictions, cautions or bind-overs in a sealed envelope marked Confidential.

- If you are seeking a role that requires you to work or be in a boarding house, any previous employer will be contacted.
- Where required interviews will consist of questions about the candidate's suitability to work with children.

A Certificate from the Disclosure and Barring Service will be requested once employment with the College has been offered and accepted by the candidate. **You would be required to bring your original DBS Certificate to the HR Department prior to employment commencing.**

Referees will be asked if there is any reason why an individual should not work with children. Further information may be sought as the College deems relevant in proportion to the prominence of the role within the College. References will be verified with the author.

I understand that the personal information that I provide on this form will be used to process my application for employment and it will be stored and used in a confidential manner to help with the recruitment process. If I am successful in my application and take up employment with the School, I understand the information will be used in the administration of my employment.

I confirm that the information I have given in this application is correct and, if found subsequently to be false, then I may be liable to dismissal.

Signed ..... Date .....