

Previous Employment (please state most recent first and account for any gaps)

Employer's Name, Location and Nature of Business	Job Title (if part-time, state no. of hours/FTE)	Employment dates		Responsibilities and Reason for leaving
		From	To	

Please give brief details of your major achievements in your current or previous employment

Secondary and Further Education

Dates		School/College	Qualifications obtained (please specify subjects and grades)
From	To		

Higher Education

Dates		College/University	Course and Qualifications obtained
From	To		

Any other relevant Qualifications and Training not included above

Please give details with dates

Membership of Professional/Technical Bodies

Professional/Technical Body	Class/Grade of Membership	Date obtained

Interests and Hobbies

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Personal Statement/Letter of Application

Please refer to the 'application procedure' section in the job details regarding the additional information required to support your application. Your information may be provided as a separate document or included in the body of an electronic application.

Referees

Please give details of two referees who are not related to you; at least one should be your current or most recent employer. It is customary for the College to contact referees prior to interview if not otherwise informed.

<p>1.</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Post code _____</p> <p>Tel No. _____</p> <p>E-mail _____</p> <p>Capacity in which known _____</p>	<p>2.</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Post code _____</p> <p>Tel No. _____</p> <p>E-mail _____</p> <p>Capacity in which known _____</p>
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Name		Post applied for	
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The information contained in the following part of your application will be for use by the Personnel Department for processing purposes. It will not be provided to the shortlisting panel as part of the selection process.

Disability

The College is committed to the promotion of equality of opportunity for all its students and employees. Our Equality and Diversity Policy is enclosed with the details of this post.

If you have a disability and are shortlisted you will be given the opportunity to indicate any specific requirements you may have for the interview. All appointments are made on merit and reasonable adjustments to the working area wherever possible will be jointly considered, if a disabled candidate is selected as the most suitable person for the job.

Rehabilitation of Offenders

Because of the nature of the work involved, this post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. This means that you are not entitled to withhold information relating to any criminal convictions you may have had, including those convictions which are "spent". Any information disclosed will be treated in the strictest confidence.

Do you have anything to disclose? Yes No

If yes, please give details with dates:

Queen Elizabeth Sixth Form College is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications during the selection process. When considering an applicant with a criminal record, the College will consider the relevance of the conviction to the job for which the person is applying. A record will not necessarily be a bar to obtaining a position. Our policy on the recruitment of ex-offenders is enclosed with the details of this post

Declaration

To the best of my knowledge, all the particulars I have given on this application are true. I understand that any deliberate provision of false information may disqualify me from employment or render me liable to dismissal if coming to light after my appointment.

Signed Date

Queen Elizabeth Sixth Form College

EQUAL OPPORTUNITIES MONITORING FORM

The college is committed to the promotion of equal opportunities in all its policies and procedures related to the employment of staff and the recruitment of students. In order that we are able to monitor our effectiveness in meeting the aims of our equality policies, please would you complete and sign this questionnaire. The information which you supply is for monitoring purposes only and will not be circulated to the selection panel or used in any way to select the person appointed.

1. POST APPLIED FOR

2. NAME OF APPLICANT

3. SEX Male Female

4. AGE GROUP

20 or under	<input style="width: 30px; height: 20px;" type="checkbox"/>	21-30	<input style="width: 30px; height: 20px;" type="checkbox"/>	31-40	<input style="width: 30px; height: 20px;" type="checkbox"/>
41 –50	<input style="width: 30px; height: 20px;" type="checkbox"/>	51-60	<input style="width: 30px; height: 20px;" type="checkbox"/>	61 or over	<input style="width: 30px; height: 20px;" type="checkbox"/>

5. ETHNIC ORIGIN
I would describe my ethnic/cultural origin as: *(please tick box as appropriate)*

ASIAN OR ASIAN BRITISH Indian <input style="width: 30px; height: 20px;" type="checkbox"/> Pakistani <input style="width: 30px; height: 20px;" type="checkbox"/> Bangladeshi <input style="width: 30px; height: 20px;" type="checkbox"/> Other Asian <input style="width: 30px; height: 20px;" type="checkbox"/>	BLACK OR BLACK BRITISH Black Caribbean <input style="width: 30px; height: 20px;" type="checkbox"/> Black African <input style="width: 30px; height: 20px;" type="checkbox"/> Other Black <input style="width: 30px; height: 20px;" type="checkbox"/>	CHINESE OR OTHER ETHNIC GROUP Chinese <input style="width: 30px; height: 20px;" type="checkbox"/> Other Ethnic <input style="width: 30px; height: 20px;" type="checkbox"/> DON'T KNOW Don't know <input style="width: 30px; height: 20px;" type="checkbox"/>	MIXED White and Asian <input style="width: 30px; height: 20px;" type="checkbox"/> White and Black African <input style="width: 30px; height: 20px;" type="checkbox"/> White and Black Caribbean <input style="width: 30px; height: 20px;" type="checkbox"/> Other Mixed <input style="width: 30px; height: 20px;" type="checkbox"/>	WHITE British <input style="width: 30px; height: 20px;" type="checkbox"/> Irish <input style="width: 30px; height: 20px;" type="checkbox"/> Other White <input style="width: 30px; height: 20px;" type="checkbox"/>
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6. DISABILITY

Do you consider yourself to be a person with a disability as described by the Equality Act 2010?

ie Do you consider yourself to be someone who has a physical defect or mental impairment which has substantial and long term adverse effect on your ability to carry out normal day to day activities? Yes No

Signed

Date.....

Thank you for your assistance

FOR COLLEGE USE ONLY: (to be completed after the appointment is made)

This candidate was:
(please tick appropriate box)

Not shortlisted	Shortlisted	Appointed
<input style="width: 100%; height: 100%;" type="checkbox"/>	<input style="width: 100%; height: 100%;" type="checkbox"/>	<input style="width: 100%; height: 100%;" type="checkbox"/>

APPLICATION FOR EMPLOYMENT
NOTES FOR GUIDANCE

1. *All appointments at the College are conditional upon:*
 - a) *a criminal records enhanced disclosure check by the Criminal Records Bureau. An application will be requested of the successful candidate by the College*
 - b) *a vetting check carried out by the College in accordance with the Safeguarding of Vulnerable Groups Act 2006*
 - c) *receipt of satisfactory references*

2. *Candidates should be prepared to produce evidence of their educational and /or professional qualifications, but please do not attach certificates, they will be requested at a later date*

3. *The information you disclose on disability and rehabilitation of offenders (page 5) is not used as part of the selection process and will not be provided to the shortlisting panel.*
4. *The information you disclose on equal opportunities monitoring (page 6) is also not part of the selection process and will not be provided to the shortlisting panel. Information is used for monitoring purposes only in order that we are able to comply with the aims and objectives of our equality policies*

5. *Processing of personal information provided on this form will be done so in accordance with the principles and provisions of the Data Protection Act 1998. By signing the above declaration, you will be providing the College with your consent to the use of personal data for personnel administration and business management purposes as defined by the Act*

6. *Please return your completed application for the attention of Carolyn Salt, Personnel Officer, Queen Elizabeth Sixth Form College, Vane Terrace, Darlington DL3 7AU, or if electronically completed, via e-mail to csalt@geliz.ac.uk.*