

## CONFIDENTIAL

Please complete this form in FULL using black ink and refer to guidance notes before completing.

POST TITLE

### PERSONAL DETAILS

NAME

PREVIOUS NAME(S)

ADDRESS

NATIONAL INSURANCE NUMBER

### CONTACT DETAILS

TELEPHONE NUMBER (including code)

MOBILE TELEPHONE NUMBER

POST CODE

EMAIL ADDRESS

### GENERAL

DO YOU HAVE ACCESS TO A CAR AND A FULL CURRENT DRIVING LICENCE?

YES  NO

### TEACHING

TEACHERS REFERENCE NO.

DO YOU HOLD A QUALIFIED TEACHER STATUS (QTS)

YES  NO

ARE YOU REGISTERED WITH THE GENERAL TEACHING COUNCIL FOR ENGLAND?

YES  NO

THE COLLEGE WILL NEED TO OBTAIN A MINIMUM OF TWO INDEPENDENT REFERENCES, PLEASE INDICATE TWO PEOPLE WHO CAN PROVIDE REFERENCES, ONE OF WHOM SHOULD BE YOUR PRESENT/MOST RECENT EMPLOYER, THE OTHER EITHER A FORMER EMPLOYER OR PERSON OF PROFESSIONAL STANDING (e.g. general practitioner, solicitor, bank/building society manager, councillor, teacher etc.)

NAME

NAME

ADDRESS

ADDRESS

TELEPHONE NUMBER (including code)

TELEPHONE NUMBER (including code)

EMAIL

EMAIL

OCCUPATION

OCCUPATION

REFERENCES ARE NORMALLY TAKEN UP BEFORE INTERVIEW.

IF YOU HAVE ANY STRONG OBJECTIONS TO THIS, PLEASE PLACE A TICK IN THE BOX

## EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please state any academic or professional qualifications obtained including details of the awarding body and date attained. (You may be asked to produce certificates).

GENERAL EDUCATION		
Secondary or equivalent schools attended		
NAME AND ADDRESS	DATES FROM TO	QUALIFICATIONS OBTAINED
FURTHER AND HIGHER EDUCATION		
Educational establishments		
NAME AND ADDRESS	DATES FROM TO	QUALIFICATIONS OBTAINED
PROFESSIONAL QUALIFICATIONS OBTAINED		
NAME OF AWARDING BODY	PROFESSIONAL QUALIFICATION	DATE AWARDED
OTHER TRAINING - including courses, seminars, etc		
EMPLOYMENT HISTORY		
Present employment (if currently unemployed, please leave this section blank)		
NAME OF EMPLOYER		
ADDRESS OF EMPLOYER	JOB TITLE	
	DATE OF APPOINTMENT	
	PERIOD OF NOTICE	
	PRESENT SALARY	
BRIEF OUTLINE OF DUTIES		

## PREVIOUS EMPLOYMENT - IN CHRONOLOGICAL ORDER

Please give details of all jobs held including part-time and unpaid work, since leaving secondary education.  
(continue on a separate sheet if necessary)

NAME OF EMPLOYER	
ADDRESS OF EMPLOYER	JOB TITLE
	DATE APPOINTED
	DATE OF LEAVING
	REASON FOR LEAVING
	SALARY ON LEAVING
BRIEF OUTLINE OF DUTIES	
NAME OF EMPLOYER	
ADDRESS OF EMPLOYER	JOB TITLE
	DATE APPOINTED
	DATE OF LEAVING
	REASON FOR LEAVING
	SALARY ON LEAVING
BRIEF OUTLINE OF DUTIES	
NAME OF EMPLOYER	
ADDRESS OF EMPLOYER	JOB TITLE
	DATE APPOINTED
	DATE OF LEAVING
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BRIEF OUTLINE OF DUTIES	
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	SALARY ON LEAVING
BRIEF OUTLINE OF DUTIES	
NAME OF EMPLOYER	
ADDRESS OF EMPLOYER	JOB TITLE
	DATE APPOINTED
	DATE OF LEAVING
	REASON FOR LEAVING
	SALARY ON LEAVING
BRIEF OUTLINE OF DUTIES	

## CONFIDENTIAL

ARE THERE ANY RESTRICTIONS TO YOUR RESIDENCE OR EMPLOYMENT IN THE UK WHICH MIGHT AFFECT YOUR RIGHT TO TAKE UP EMPLOYMENT WITH THE COLLEGE, E.G. WORK PERMIT REQUIRED?

YES  NO

IF YES, PLEASE PROVIDE DETAILS

### DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways, as permitted by law.

By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998.

If you are unsuccessful with this application, please indicate by ticking the box whether you wish to be considered for other suitable positions within the next 6 months

### CONVICTIONS

Because of the nature of the work for which you are applying this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation 1974 (Exceptions) Order 1975 or 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. All applicants who are offered employment may be subject to a criminal record check from the Criminal Records Bureau (CRB), before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including 'spent' convictions. The fact that conviction(s) have been recorded against you will not necessarily debar you from consideration for the appointment. Any information given will be completely confidential and will be considered only in relation to the particular post you have applied for on this occasion. A copy of the CRB Code of Practice is available on request from the Human Resources Department.

### DECLARATION

I declare that the information I have given in this application is accurate and true. I declare further that I have never been disqualified to work with children or been subject to sanction imposed by the General Trading Council. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application form to:

**Human Resources Department**  
**Chelmsford College**  
**Moulsham Street**  
**Chelmsford**  
**Essex CM2 0JQ**



On the grounds of economy, it is no longer College practice to acknowledge the receipt of applications or notify unsuccessful applicants unless stamped addressed envelopes are attached to your application. If only one envelope is attached, it will be assumed that you wish to be advised of the final result only.

## Additional details in support of application

Please use this page to record any additional details you believe may be relevant to your application.

You should include a personal statement of your qualities and experience that you believe are relevant, a description of how you believe you meet the requirements of the Person Specification and brief details of any particular achievements, training experience, or voluntary/leisure pursuits which you feel may be relevant. (continue on a separate sheet if necessary).

## Equal Opportunities Monitoring

Full name:

This section of the application will be used solely for Equal Opportunities monitoring purposes. It will not be seen by the selection panel or used to influence the selection process.

Chelmsford College recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

### ETHNIC ORIGIN

I would declare my cultural and ethnic origin as: (please tick one box only)

- |                                   |                          |   |                          |
|-----------------------------------|--------------------------|---|--------------------------|
| White - British                   | <input type="checkbox"/> | White - Irish                           | <input type="checkbox"/> |
| White - Other                     | <input type="checkbox"/> | Mixed White and Black Caribbean         | <input type="checkbox"/> |
| Mixed White and Black African     | <input type="checkbox"/> | Mixed White and Asian                   | <input type="checkbox"/> |
| Mixed - Other mixed               | <input type="checkbox"/> | Asian, Asian British: Indian            | <input type="checkbox"/> |
| Asian, Asian British: Pakistani   | <input type="checkbox"/> | Asian, Asian British: Bangladeshi       | <input type="checkbox"/> |
| Asian, Asian British: Other Asian | <input type="checkbox"/> | Black, Black British: Caribbean         | <input type="checkbox"/> |
| Black, Black British: African     | <input type="checkbox"/> | Black, Black British: Other Black:      | <input type="checkbox"/> |
| Chinese                           | <input type="checkbox"/> | Other ethnic group*<br>(please specify) | <input type="checkbox"/> |

**Gender** (please specify) Male  Female

**Date of birth**

**Marital status** Single  Married  Divorced  Separated  Widowed

Do you have any close family or personal relationships to existing employees or Governors of the College? Yes  No   
If YES please state their name(s) and the nature of your relationship.

**Are you the main carer for any dependents?** Yes  No   
(e.g. young children, elderly or disabled relatives)

**The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial long-term effect on the person's ability to carry out normal day-to-day activities"**

Do you consider yourself to have a disability: Yes  No

If yes, please state nature of your disability, and any assistance needed to attend an interview.

How did you become aware of this vacancy?

Media:  Date:  Reference:

**Signature:**

**Date:**

# Policy on the recruitment of ex offenders and criminal records bureau disclosures

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## Statement of Policy

In ensuring that Chelmsford College complies with the legal requirements of child protection, the Criminal Records Bureau (CRB) Disclosure service is used to assess applicants' suitability for positions of trust. Chelmsford College complies fully with the CRB Code of Practice and undertakes to treat all applicants for employment fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Decisions on the suitability of candidates for employment, or continued employment for existing members of staff, will be based on the College's duty to ensure the safety of the young people and vulnerable adults in its care. This statement of the policy on the recruitment of ex offenders will be made available to all Disclosure Applicants.

- We actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, application documents and job advertisements will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. We reserve the right to request further Disclosures during a member of staff's employment with the College.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants invited for interview to provide details of any prosecutions, cases pending or criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover to a designated person within Chelmsford College. We guarantee that this information, and any subsequent Disclosure, is only seen by those individuals who need to see it as part of the recruitment process.
- Unless the nature of the position allows the College to ask questions about an applicant's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- At interview, or during a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other issues that might be relevant to the position. Failure to reveal information that is relevant to the position could lead to the withdrawal of an offer of employment, or termination of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- Unless there are very exceptional circumstances, we do not retain Disclosures for more than six months.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or otherwise terminating employment.
- Being prosecuted or having a criminal record or case pending will not necessarily bar applicants from employment at the College. This will depend on the nature of the position and the circumstances and background to the offences or alleged offences.