Chelmsford College

Chelmsford College Group has a policy of only accepting applications for employment via their online application form. This can be found at:

http://www.chelmsford.ac.uk/applications/employ_index.asp

The forms and information contained within this document are intended as a guide and to indicate the information you will require in order to complete the online application.

Should you have any further queries, please visit the website at:

http://www.chelmsford.ac.uk/our-college/vacancies.asp

or contact the Human Resources Staff using the details provided on Page 4.

The following notes should be used to assist you in completing both the Personal Data Form and the Application Form. If you have further questions, please contact Human Resources using the contact details on Page 4.

Personal Data Form

Personal & Contact Details

Previous Surname(s) Used: Please list all surnames you have used previously.

Forename(s): Please include your full forenames as shown on your birth certificate or passport.

Contact Details: Our preferred method of communication is by e-mail but telephone numbers are also very useful to us.

Equality Monitoring Data

Ethnic Origin:

White British includes: English, Welsh, Scottish and Northern Irish

White Irish: Those who relate their ethnic group or background to the Republic of Ireland.

Application For Employment

Post Applied For

Please enter the name of the post exactly as it appears in the advertisement.

Previous Employment

Please enter in this section details of all your previous employment in reverse chronological order; starting with the most recent.

Education

When naming an educational institution, please provide brief details of its address to aid identification.

Qualifications

Where you state that you hold a specific qualification in this section, you must be able to produce the original certificates for verification should you be invited to attend an interview.

Membership of Professional Bodies

Where you state that you hold membership of a professional body in this section, you must be able to produce original proof for verification should you be invited to attend an interview.

Current Training Enrolments

Please list here any training for which you are currently enrolled which will either enhance your suitability for the post you have applied for, or which you intend to continue should you be offered employment.

Concurrent Employment

Should you be offered a post, you will be required to devote your full time, attention and abilities to your duties during your working hours and act in the best interests of the Chelmsford College Group at all times. Accordingly, you must not, without the written consent of the Corporation, undertake any employment or engagement, which might interfere with the performance of your duties or conflict with the interests of the Corporation. You are therefore asked to note in this section any other employment you intend to undertake, paid or unpaid, concurrent with the post you are applying for.

References

You are asked to provide contact details, from your current and most recent posts, for a minimum of two referees. All employment referees should be the Head of Establishment. It is assumed that you will have obtained consent to release these details to us.

For those without previous employment, appropriate references from a person of professional standing known to you (e.g. General Practitioner, Solicitor, Bank/Building Society Manager, Councillor, Teacher) will be acceptable.

The receipt of satisfactory references is a pre-requisite for the commencement of employment with the Chelmsford College Group.

If you have previously worked with children, young people or vulnerable adults, and this employment is not covered by your two nominated referees, you are required to nominate additional referees.

Character references and references from friends and relatives are not acceptable. Email is our preferred method of contact for requesting references and you are asked to provide these addresses wherever you can. Where email addresses are not available this is likely to cause a delay in the processing of your application.

Supporting Statement

Please use this section to submit additional information in support of your application form that demonstrates how your skills and abilities relate to the Job Description and Person Specification. Please continue on a separate sheet if necessary.

Please note that a Curriculum Vitae will not be accepted in replace of these supporting details.

Completed Application Forms & enquiries

The College Group only accepts online applications. Enquiries can be made via:

E-mail:
employment@chelmsford.ac.uk

Address:
Human Resource Department
Chelmsford College
Moulsham Street
Chelmsford
Essex
CM2 0JQ

Contact Numbers:
Tel: 01245 293018
Tel: 01245 490486 *(24 hour answer phone)*

Unique Application Number

Chelmsford College

Personal Data Form

Personal & Contact Details

Title:

Surname:

Previous Surname(s) Used:

Forename(s):

Preferred known name:

Date of Birth:

National Insurance Number:

2 Letters | 6 Numbers | 1 Letter

Address:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Other Daytime Telephone Number:

Please state any close relationship you have with any employee or member of the Corporation of the College:

Please tell us how you became aware of this vacancy:

Disability Monitoring Data

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.

Unique Application Number

Equality Monitoring Data

Sex

Female ☐ Male ☐

Marital Status

Married ☐ Separated ☐ Divorced ☐ Widowed ☐

Never Married and never registered a same-sex civil Partnership ☐ In a registered same-sex civil partnership ☐

Formerly in a same-sex partnership, now legally dissolved ☐ Prefer not to say ☐

Sexual Orientation

Heterosexual / Straight ☐ Gay / Lesbian ☐ Bisexual ☐ Prefer not to say ☐

Ethnic Origin

White British ☐ White Irish ☐ Gypsy or Irish Traveller ☐ Any Other White Background ☐

White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Other Mixed / Multi Ethnic ☐

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐

Any Other Asian Background ☐

African ☐ Caribbean ☐ Any other Black / African / Caribbean Background ☐

Arab ☐ Any other Ethnic Group ☐ Prefer not to say ☐

Religion or Belief (Please select the category which most represents your religion or belief)

Christian ☐ Buddhist ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Any other religion or belief ☐

No Religion ☐ Prefer not to say ☐

Right to Work in the UK

Are there any restrictions to your residence or employment in the UK which might affect your right to take up a post with the Chelmsford College?
(For example, the requirement for a work permit)

Yes ☐ No ☐

If yes, please provide details below.

Unique Application Number

Disclosure of Criminal Convictions

This post is subject to an Enhanced Disclosure and Baring Service (DBS) Disclosure. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975, all applicants are required to disclose any current or spent criminal convictions. The amendments to the Exceptions Order 1975 (2013) provide that certain spent 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.

	Yes	No
Do you have any cautions (including any final warnings or reprimands) or convictions which are not "protected" as defined by the Exceptions Order 1975* to the Rehabilitation of Offenders Act 1974?	☐	☐
Are there any other matters that may be relevant to your suitability to work for the College? There is no obligation to disclose a protected caution or conviction as defined by the Exceptions Order 1975*.	☐	☐
If you have previously had an Enhanced Disclosure and Barring Service (DBS) check, are you currently registered with the DBS update service?	☐	☐

(*As amended by the 2013 Exceptions Order)

If you have answered **YES** to either of the first two questions, you must provide appropriate additional information below. If this space is insufficient, please attach a separate document.

Additional detail related to cautions, convictions, bind-overs or other matters:

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. Aggregated personal information including data from this form will 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 submitting this Personal Data Form, you agree to the processing of sensitive personal data (as described above) in accordance with the relevant Data Protection legislation.

Unique Application Number

Signature

By entering my name (or signature on a printed version) I hereby indicate my agreement to both the Data Protection Statement above and the Declaration contained within the Application Form.

Type Name

Date:

Post Reference Number | Unique Application Number

[Group HR Staff Use Only]

Chelmsford College

Application For Employment

Post Applied For

Present Occupation (If not in employment please leave blank)

Job Title:

Dates From To

Name and Address of Employer:

Current Salary:

Notice Period:

Reason for seeking new employment:

Brief description of current responsibilities and duties:

Previous Employment (Please list most recent employer first)

Dates From To

Name and Address of Employer

Job Title and brief description of duties:

Reason for leaving:

Dates
From To

Name and Address of Employer

Job Title and brief description of duties:

Reason for leaving:

Dates
From To

Name and Address of Employer

Job Title and brief description of duties:

Reason for leaving:

Dates
From To

Name and Address of Employer

Job Title and brief description of duties:

Reason for leaving:

Dates
From To

Name and Address of Employer

Job Title and brief description of duties:

Reason for leaving:

Post Reference Number | Unique Application Number

[Group HR Staff Use Only]

Education

Secondary School, College, University	From (Month/Year)	To (Month/Year)

Qualifications

Qualifications Obtained (School exams, vocational qualifications, degrees, diplomas, professional exams etc.)

Qualification with Level or Class	Awarded By	Period of Study and Date Awarded

Professional Development

Please list professional development courses attended during the last three years

Membership of Professional Bodies

Please list any membership of professional bodies or associations

Post Reference Number | Unique Application Number

[Group HR Staff Use Only]

Current Training Enrolments

Training Provider	Course	Start Date	Expected End Date

Concurrent Employment

Please give details of any paid or unpaid work you wish to continue, if appointed to the post

Department for Education Registration Number – Teaching Staff Only

If you hold a registration with the Department for Education please provide the number below

Declaration

I have read the Guidance Notes for applicants and have included my Supporting Statement and Personal Data Form. I certify that the information I have entered is true and accurate, and I understand that any false information or failure to provide relevant supporting documentation or disclose criminal convictions when applying for a post may, in the event of employment, result in dismissal or disciplinary action by Chelmsford College. I hereby give explicit consent to process the information submitted in this application under the terms of the relevant Data Protection legislation.

I understand that the information will be kept confidential and used only by the assessment panel for the purpose of selecting the best candidate for the post.

I hereby consent to details of my previous employment and education, held under the relevant Data Protection legislation , to be released to Chelmsford College for the purposes of obtaining references.

Chelmsford College

lee stafford hair & beauty

Dovedale Nursery

Post Reference Number | Unique Application Number

[Group HR Staff Use Only]

References

Please note that you must provide contact details for two referees from your current and most recent post. These should, wherever possible, be the Head of Establishment. Character referees and references from friends and acquaintances are not acceptable. References will be required prior to employment commencing and must be acceptable to the College Group. It is assumed you will have obtained consent to provide us with referees details.

Referee 1

Name of Referee	
Relationship to Applicant	
Post Title	
Organisation/ Company Name	
Address	
Email	
Phone	
Fax	

Referee 2

Name of Referee	
Relationship to Applicant	
Post Title	
Organisation/ Company Name	
Address	
Email	
Phone	
Fax	

Additional Referee

Name of Referee	
Relationship to Applicant	
Post Title	
Organisation	
Address	
Email	
Phone	
Fax	

Post Reference Number | Unique Application Number

[Group HR Staff Use Only]

Supporting Statement

Please submit information in support of your application that demonstrates how your skills and abilities relate to the Job Description and the associated Person Specification. In particular highlight the strengths you would bring and the reasons why you are well suited to the appointment. Please use the space provided below or attach a separate document which ***must not exceed 2 sides of A4 in length****.*

Please note that CVs will not be accepted in place of this Supporting Statement.

Supporting Statement - Continued