**Application Form**

**Role Applied For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name (s) |  |
| Address |  | | |
|  | | |
|  | | |
|  | | |
| Work Phone |  | Mobile Phone |  |
| Evening Phone |  | E-mail |  |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current or last post |  | | | |
| Employer |  | | | |
| Date Appointed |  | | Current Salary |  |
| Notice period or leaving date | | |  | |
| Brief Description of duties and responsibilities in your current (or last) post | | | | |
|  | | | | |
| Reasons for Leaving (if applicable) | |  | | |

**Previous Employment (most recent first; continue on a separate sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities: | | | |
|  |  |  |  |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities: | | | |
|  |  |  |  |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities: | | | |
|  |  |  |  |

**Education Qualifications**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Grade** | **Date** |
|  |  |  |
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**Higher Education & Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Gained (including Subject)** | **Awarding Institution** | **Level and Grade** | **Date** |
|  |  |  |  |
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**Membership of Professional Bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Body (e.g. CIPD/CIMA)** | **Membership Class / Grade** | **Membership Number** | **Date Awarded** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Guidance notes for your supporting statement**  **Please give details of the information you wish to provide in support of your application, ensuring you include the following:**   * Your reason for applying * Your understanding of the key priorities in the role * How you meet the criteria by referring to the Job Description and Person Specification, providing brief examples of relevant experience and achievements, with a particular focus on your key achievements in the past 5 years. * *Continue on a separate sheet if necessary* |
|  |

**Additional Information**

|  |  |
| --- | --- |
| **Please tick the box if the answer to any of the following questions is ‘yes’. Please send any details separately, marked ‘private & confidential’. Failure to disclose this information may disqualify a candidate’s application.** | |
| Do you have any criminal charges pending? |  |
| Have you ever been dismissed for a reason other than redundancy? |  |
| Have you ever been subject to disciplinary action? |  |
| Do you require a work permit for employment in the UK? |  |
| Do you have any relationship with any governors or senior managers at this college? |  |
| Have you ever been declared bankrupt or been disqualified from being a company director? |  |
| Are you or have you ever been disqualified with working with Children or Adults? |  |

**Referees**

|  |  |  |  |
| --- | --- | --- | --- |
| Please note that we will only pursue references after the short-listing process has been undertaken.  **You must tick the box if you *do not* wish to have references taken up at this stage.** | | | |
| Current or Last Employer | | | |
| Name |  | Position |  |
| Address |  | Email |  |
|  | Telephone |  |
|  |  |  |
|  | Please do not pursue |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Second Referee (not a peer colleague or subordinate) | | | |
| Name |  | Position |  |
| Address |  | Email |  |
|  | Telephone |  |
|  |  |  |
|  | Please do not pursue |  |

**Declaration**

|  |
| --- |
| I declare that the information provided by myself in this application is complete and correct and understand that any false information given may make an offer of employment invalid or lead to termination of employment. I understand the information given will be collected and used only for the purpose set out in the GDPR Regulations Article 6 (1) b - Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract  By printing your name and emailing the form you will have certified that all the information given is accurate. |
| Signed: Date: |

**How did you hear about this vacancy?**

|  |  |
| --- | --- |
| **Please tick one of the boxes below:** | ✓ |
| Selby College Website |  |
| TES website |  |
| FE Week Online |  |
| Social Media e.g. facebook |  |
| Other job board |  |
| Other (please advise) |  |
| **Thank you for taking the time to apply for this position.**  **Note that we are not able to accept CV’s without a completed application form.** | | |
| **Return address:** [jobs@selby.ac.uk](mailto:jobs@selby.ac.uk) | | |