

# Application for Employment

PLEASE COMPLETE ALL SECTIONS REGARDLESS OF WHETHER A CURRICULUM VITAE IS SUBMITTED

Please Complete in Black Ink or Typescript

POST APPLIED FOR: \_\_\_\_\_

## Personal Details

SURNAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

FORENAME(S): \_\_\_\_\_ KNOWN AS: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ HOME TELEPHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE (if different from above): \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

NATIONAL INSURANCE NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DO YOU HAVE A CURRENT EU DRIVING LICENCE? YES NO

ARE YOU ELIGIBLE TO WORK IN THE UK? YES NO

IF NO, DO YOU REQUIRE A WORK PERMIT? Please give details:

ARE YOU REGISTERED WITH THE INDEPENDENT SAFEGUARDING AUTHORITY? YES NO

IF YES PLEASE PROVIDE REGISTRATION NUMBER: \_\_\_\_\_

INSTITUTE FOR LEARNING REGISTRATION NUMBER (if applicable): \_\_\_\_\_

DfES REFERENCE NUMBER (if applicable): \_\_\_\_\_

# Education (Academic & Vocational) (School/College/University)

Please list all qualifications. These might include teacher training and any professional or relevant qualifications.

INSTITUTION ATTENDED	QUALIFICATIONS WITH GRADES	AWARDING BODY	DATES

## Continuous Professional Development (Undertaken in the last 2 years)

Courses/seminars attended, professional updating, etc.

# Present/Last Employment

JOB TITLE: \_\_\_\_\_ FULL/PART-TIME: \_\_\_\_\_

NAME AND ADDRESS OF EMPLOYER:  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

PLEASE EXPLAIN BRIEFLY THE NATURE OF YOUR RESPONSIBILITIES:

SALARY AND BENEFITS: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ NOTICE REQUIRED: \_\_\_\_\_

REASON FOR LEAVING/WISHING TO LEAVE: \_\_\_\_\_

# Previous Employment

Please provide a full employment history, including any voluntary work and starting with the most recent.  
Please explain any gaps in employment history. Continue on a separate sheet if necessary.

DATES		NAME AND ADDRESS OF EMPLOYER	POSITION HELD	REASON FOR LEAVING
FROM	TO			

## Experience

You are invited to write any information you think will support your application. We are looking for evidence that you have the experience and expertise required to perform the role you are applying for. Please refer to the Job and Person Specification and describe how you meet the criteria, ideally by giving brief examples.

Please give details of any current or recent medical condition:

Are you related to any member or employee of Moulton College?

YES

NO

IF YES PLEASE GIVE NAME AND RELATIONSHIP:

Please indicate any dates when you would be unavailable for interview:

Have you previously applied for a position at Moulton College?

YES

NO

IF YES, PLEASE STATE THE POSITION AND APPROXIMATE DATE:

## References

Please give the names of two employment referees who may be approached, in confidence, concerning your suitability for the post, *one of which must be your present or last employer*. Should you require notification prior to the College taking up these references please indicate:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

CAPACITY IN WHICH REFEREE IS KNOWN TO YOU: \_\_\_\_\_

CAPACITY IN WHICH REFEREE IS KNOWN TO YOU: \_\_\_\_\_

Do you give your permission to contact the referee prior to interview?

YES

NO

Do you give your permission to contact the referee prior to interview?

YES

NO

## Rehabilitation of Offenders Act 1974/Disclosure & Barring Service

Due to the nature of the work for which you are applying, i.e. as an employee in an establishment providing further education, it is required that you should reveal information about all previous criminal convictions, cautions and bind-overs, including those regarded as 'spent'. It is provided by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, paragraph 3, that none of the provisions of Section 4(2) of the 1974 Act apply in relation to questions to assess the suitability of persons for such employment. A criminal record will not necessarily be a bar to obtaining a position as each case is looked at on its particular circumstances and background.

Have you ever been convicted of a criminal offence or are you the subject of criminal charges?

Please answer:

YES NO

Moulton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Work in an FE College invariably involves regular contact with persons aged under 18 and as such a Disclosure & Barring Service (criminal record check) will also be requested in the event of a successful application. Failure to disclose a conviction could result in dismissal or disciplinary action by the College. Any information given, however, will be treated as completely confidential and will be considered only in relation to an application for positions to which the order or disclosure applies.

If your answer to the above was YES, please give details below (offence, judgement, date, etc.):

## Data Protection Act 1998

Information on this form may be held on a computer. Strict confidentiality will be observed and disclosures will only be made for payroll and HR administration purposes. I hereby give my consent to Moulton College recording and processing sensitive information in the following categories: Ethnicity, Disability, Criminal Records and Health.

I certify that to the best of my knowledge the information given on this form is correct.

SIGNATURE:

Sign or type name

DATE:

This completed form should be returned to:

Moulton College, Human Resources, West Street, Moulton, Northampton, NN3 7RR

Tel: 01604 491131 • Fax: 01604 645273 • Email: [jobs@moulton.ac.uk](mailto:jobs@moulton.ac.uk)



# Moulton College Equal Opportunities Monitoring Form

FOR OFFICE USE ONLY

Applicant No:

Moulton College is committed to promoting equality, diversity and positive race relations and encourages applications from all sections of the community.

All applications will be considered on merit regardless of marital status, family responsibility, gender, sexual orientation, age, disability, race, ethnic origin or background.

All recruitment procedures are monitored to ensure that applicants are selected on the basis of their abilities relevant to the role.

The information requested on this form does not form part of the recruitment and selection procedure and will not be seen by the selection panel. It is used for monitoring purposes only, although you are asked to state the post for which you have applied.

If you have any queries regarding the above information or would like to receive a copy of the Equalities Policy, please do not hesitate to contact Human Resources.

Please state where you saw this vacancy advertised:

POSITION APPLIED FOR:

PLEASE CIRCLE AS APPROPRIATE:

GENDER:

Are you: Male Female

MARITAL STATUS:

Are you: Married Single

DISABILITY:

I do not have a disability relevant to my employment.

I do have a disability relevant to my employment.

Please describe any disability.

PLEASE STATE YOUR NATIONALITY:

ETHNIC GROUP:

Please tick the box that you feel most accurately describes you.

White	British	<input checked="" type="checkbox"/>
	Any Other	<input type="checkbox"/>
Mixed	White & black Caribbean	<input type="checkbox"/>
	White & black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other black background	<input type="checkbox"/>
Chinese or other ethnic group	Chinese	<input type="checkbox"/>
	Any other	<input type="checkbox"/>