

HEREFORDSHIRE AND LUDLOW COLLEGE

APPLICATION FOR EMPLOYMENT

Position applied for

Personal Details

Surname Previous Surname First Name(s) Title

Address

.....

..... Post Code

Telephone numbers: Land Line Mobile

National Insurance Number Email address

Do you hold a valid driving licence Do you require a work permit to work in the United Kingdom

Where did you see this post advertised?

Education and Qualifications

School/College/University attended	Attended from	Attended to	Qualifications obtained, examinations passed or studies currently being undertaken. State level and subject

EXPERIENCE AND SKILLS

Present or most recent employer

Name of organisation	Job Title (state full or part time)	Employed From	Employed To	Notice required	Salary

Describe your main duties and responsibilities and include your reason for leaving

Employment History (most recent first)

Name of Organisation	Job Title (state if full or part time)	Employed from	Employed to	Main duties and responsibilities and reason for change

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please include an explanation of your interest in the post and the relevance of your qualifications and experience in meeting the requirements of the job description/person specification



MEMBERSHIP OF PROFESSIONAL BODIES

List details of any professional organisations to which you belong

Name of Body	Level of membership	Date obtained	Letters

IFL Membership Number (teachers)		Membership Grade
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Other Interests/leisure activities

[Empty blue box for Other Interests/leisure activities]

SAFEGUARDING CHILDREN

The College is committed to safeguarding and promotes the welfare of all learners and staff. The Rehabilitation of Offenders Act 1974 **does not** apply to this post. You must therefore declare **ALL** convictions, cautions and warnings regardless of the date or severity of the offence. A full criminal background check of the successful candidate will be carried out through the Disclosure & Barring Service. A copy of the College's Recruitment of Ex-Offenders Policy is available upon request.

[Empty blue box for Safeguarding Children section]

References

Please give details of two referees (not relatives) who can provide current information about your work experience and skills. One referee must be your present or most recent employer. . Indicate clearly if you wish to be contacted prior to either or both references being taken

Your present or most recent employer
Name
Address
.....
.....
..... Post Code
Email address
Telephone number
Position

Your present or most recent employer
Name
Address
.....
.....
..... Post Code
Email address
Telephone number
Position

May this referee be contacted? Yes No

May this referee be contacted? Yes No

Information provided by you on this application form will be copied for use during the recruitment process, stored for a maximum of 12 months and then destroyed. If you are the successful applicant the information will be used as part of your personnel record.

If you are related to a member of the Governing Body or any employee of the College you must inform the Director of Personnel in writing.

Declaration

I confirm that the information on this form is accurate. The provision of false information or the withholding of any relevant information may lead to your application being rejected, or to your dismissal.

Signed

Date

Please return this application form to Personnel, Herefordshire and Ludlow College, Folly Lane, Hereford HR1 1LS

EQUAL OPPORTUNITIES MONITORING

Candidates will not be discriminated against on grounds of gender, disability, race, age, sexual orientation, maternity/pregnancy or religious belief. The information that you provide on this form will help us monitor our equal opportunities policy and make sure it is working in practice. It will be treated in strictest confidence and forms no part of the selection process. To help us keep track of the success of applicants, we would prefer you to provide your name, but you may if you wish remain anonymous.

Post Applied For:

Surname:

First Name: Date of Birth

Please tick relevant boxes

Gender – Do you consider yourself to be:

Male Female Rather not say

Do you consider yourself to be disabled? Yes No

Marital status:

Single Married Living with Partner Civil Partnership

Separated Divorced Widowed

To which ethnic group do you belong?

Asian or Asian British

Mixed

Bangladeshi

White & Asian

Indian

White & Black African

Pakistani

White & Black Caribbean

Asian Other

Mixed Other

Chinese

White

Black or Black British

British

African

Irish

Caribbean

Other

Black Other

Other

Signature
(optional)

Date

On receipt at Herefordshire and Ludlow College this form will be separated from the application form and used for statistical monitoring only. If you prefer you may send the form separately to:

Personnel Department
Herefordshire and Ludlow College
Folly Lane, Hereford,
HR1 1LS