

CONFIDENTIAL



Bishop's Stortford College

Application Form: Appointments

(Please complete this application form in typewritten form or using a black ink pen)

Position applied for:

Personal Details:	
Forename(s):	NI Number:
Surname:	Do you have the right to take up employment in the UK and, if necessary, a Work Permit? <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact Details:	
Address:	Telephone Numbers:
Postcode:	Home:
E-mail:	Work:
	Mobile:
Education and Qualifications:	
Schools, Colleges and Universities attended:	Qualifications e.g. GCSE, A Level, NVQ, Degree
Employment History: Please continue on a separate sheet if necessary	
Current or most recent employer:	Date Started:
Job Title:	Date Employment Ended:
Reason for leaving:	
Previous employer:	Date Started.
Job Title:	Date Employment Ended.
Reason for leaving:	
Previous employer:	Date Started:
Job Title:	Date Employment Ended:
Reason for leaving:	Continued over

Other Information:	Continued
Do you have any other training, qualifications or skills relevant to the post?		
Please give details of, and an explanation for, any time when you were not either working or in full-time education.		
Do you hold a clean driving licence?	YES	NO
Have you made a previous job application to the College? If so, when was this and what was the outcome?		
How many weeks' notice do you have to give to your current employer?		
If you are disabled, please give details of any special arrangements you would require to attend interview.		
Where did you hear about this job?		
Contact Details of 2 Referees: Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.		
Name:	Name:	
Address:	Address:	
HY'Yd\cbY'Bc.	HY'Yd\cbY'Bc.	
Email address:	Email address:	
Personal Declaration: The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, reprimands, warnings, 'bind-overs' or any criminal convictions including any that would be considered 'spent' under the Act.		
Do you have any unspent convictions, cautions, reprimands or warnings?	YES	NO
If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.		
I declare that the information I have given on this form, to the best of my knowledge is true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.		
Protecting your Privacy I hereby give my consent to the College to process the data supplied for the purpose of recruitment and selection. For more information see our <i>Staff Privacy Notice</i> .		
Signature	Date	
Name		
<i>We will always take great care of your personal information and will only use this data for this recruitment process.</i>		

Please continue on a separate sheet if necessary

Employees are recruited on the basis of their qualifications & experience, regardless of sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability and union membership status. However, references will be taken prior to interview and an enhanced DBS check is required.