

**APPLICATION FOR APPOINTMENT OF SUPPORT STAFF**

 This form should be completed in black ink or typewritten

 Application for appointment as:

**1. Personal Details**

Surname:

First names (in full):

Present address:

Postcode:

Mobile number: Telephone number:

National Insurance Number: E-mail address:

**2. Education Post 16**

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| --- | --- | --- | --- |
| Secondary School, College, University | Full or Part-Time | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **3. Qualifications**

 Qualifications obtained (School/College examinations, City & Guilds, NVQs, Degrees, Diplomas, professional

 examinations, etc.)

 **NOTE: Verification of qualifications will be required from shortlisted applicants at interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification – With level or class | Awarded by | Period of study | Date of award |
|  |  |  |  |

 **4. Membership of Professional Bodies (if applicable)**

|  |  |  |
| --- | --- | --- |
| Name of body | Grade | Date |
|  |  |  |

 **5. Present Employment**

 Employer’s Name: Position Held:

 Address: Date Appointed:

 Postcode: Present Salary:

 Department (If Applicable): Work Telephone Number:

 **What is the earliest date you could take up this appointment**?

 **6. Previous Employment**

 Most recent employment first - Please list full working history since leaving education including any gaps as failure to do

 so may prevent us from shortlisting you. Please continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Position Held | From | To | Reason for leaving |
|  |  |  |  |  |
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|  |  |  |  |  |

 **7. Further Information**

Please give details of all experience relevant to the advertised post and in particular your experience in relation to

the areas identified in the job description/person specification. Include details of any short training courses attended. Please also use this section if you wish to provide details of unpaid work (for example: in the voluntary sector) by

which you have obtained experience or skills relevant to the job vacancy:

 **8. References**

Names and addresses, and telephone numbers, with position held, of two persons to whom reference may be made. (Referees should be able to speak about the applicant’s work or educational career, and one must be the candidate’s current employer.) The College reserves the right to take up references from any past employer.

Name: Name:

Position: Position:

Address: Address:

Postcode: Postcode:

Office Telephone Number: Office Telephone Number:

E-mail Address: E-mail Address:

 **REFERENCES WILL BE TAKEN UP IF SHORTLISTED AND BEFORE INTERVIEW**

 **9. Reasons for applying for this post:**

 **10. Leisure Activities (please include membership of clubs and societies):**

 **11. Miscellaneous**

 If you are related to any member of staff at the establishment to which you are applying, please state name(s):

 Where did you see the advertisement?

 **12. Employment Checks**

 South Downs College is committed to safeguarding and promotes the welfare of all learners and expects all staff and

 volunteers to share this commitment. Because the employment for which you are applying, with the privileged access

 it gives to children, is exempt under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, it

 will be necessary, in the event of you being appointed, for the College to check with the Disclosure and Barring Service

 as to whether you have a criminal record and your signature at the end of this form will be regarded as signifying your

 agreement that this may be done. To assist in this process please provide the following information:

 **Have you been convicted of any criminal offences or received any cautions?** Yes / No

 **Have you been disqualified from working with children or vulnerable adults, subject to sanctions imposed by a**

 **Regulatory body, for example the GTC or other regulatory body, or are you on LIST 99?** Yes / No

 If **YES**, please give details of the conviction(s) and caution(s) and the date(s) on a separate sheet and attach it in an

 envelope with this form marked “**CONFIDENTIAL**” to the Head of Human Resources.

I consent to the recording and processing of information on this form or otherwise collected about me for the purposes of considering me for employment. I consent to the College disclosing all such data to the relevant government departments and agencies, the Disclosure and Barring Service and other appropriate organisations for the purposes of assessing my application, detection of fraud or for the purposes of collection and analysis of statistical data. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998. I confirm that the information on this form is correct and complete to the best of my knowledge and belief, and understand that incorrect or misleading information may invalidate any offer or employment or render me liable to disciplinary action.

 **Signature of Applicant: Date:**

 **Please return this form, duly signed, either by email to** **recruitment@southdowns.ac.uk** **or by post to Human Resources,**

 **South Downs College, College Road, Waterlooville, Hampshire PO7 8AA by noon on the closing date.**

 **If you wish to send your application via email you do not need to complete the signature section above but please enter**

 **the date. We will obtain your signature on the day of interview should you be shortlisted.**



We thank you for your interest in this vacancy. In the interest of economy, no further communication will be sent unless you are selected for interview. Successful applicants will usually be called for interview within one week of the closing date.