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##### APPLICATION FOR EMPLOYMENT

**(NON TEACHING STAFF)**

Thank you for applying for a vacancy at Hereford Sixth Form College, which is part of the Heart of Mercia Multi-Academy Trust. As part of the selection process we would be grateful if you would complete this form fully in **BLACK** ink or typescript and return it to **Hereford Sixth Form College, Folly Lane, Hereford, HR1 1LU.**

The Hereford Sixth Form College aspires to become an exemplary equality and diversity employer and aims to develop and maintain fair and effective employment practices, which ensure no applicants, or employees are unfairly discriminated against, or receive less favourable treatment than others.

To ensure we are meeting our commitment to equality we will detach your personal details and the equal opportunities monitoring section on receipt of this form so that your name, ethnic origin, age, gender or disability will form no part of the initial shortlisting process. Once this exercise has been completed, your personal details will be retrieved for monitoring and correspondence purposes.

**POSITION APPLIED FOR:**

# PERSONAL INFORMATION

Forename(s):

Surname:

National Insurance Number:

Daytime telephone number (if different from above):

Preferred contact telephone number:

e-mail:

Address:

Date of Birth:

Previous name(s)

Title (Dr, Mr, Mrs, Miss, Ms, etc):

# REQUEST FOR GUARANTEED INTERVIEWS

Hereford Sixth Form College is committed to the employment of disabled people. To demonstrate our commitment we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

**I consider myself to have a disability and wish to claim an interview** [x]

We will try to provide access, equipment or other practical arrangements to ensure that people with disabilities can compete on equal terms with non-disabled people.

Please give details of any special facilities or arrangements you may require in the recruitment process.

# EQUAL OPPORTUNITIES MONITORING

VACANCY REFERENCE (for office use only):

 FEMALE [ ]  MALE [ ]

ETHNIC BACKGROUND (Please tick the box that describes your ethnic origin)

|  |  |  |
| --- | --- | --- |
| **Asian or Asian British** |  | **Black or Black British** |
|  |  |  |  |  |
|[ ]  Bangladeshi |  |[ ]  African |
|  |  |  |  |  |
|[ ]  Indian |  |[ ]  Caribbean |
|  |  |  |  |  |
|[ ]  Pakistani |  |[ ]  Other black background (please specify) |
|  |  |  |  |  |
|[ ]  Other Asian background (please specify) |  |  |  |  |
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| White |  | Chinese |
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|[ ]  White |  |[ ]  Chinese or other ethnic group |
|  |  |  |  |  |
|[ ]  White Irish |  |[ ]  Other ethnic background (please specify) |
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|[ ]  Other white background (please specify) |  |  |  |  |
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| Mixed |  |  |
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|[ ]  White and Asian |  |  |  |
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|[ ]  White and Black African |  |  |  |
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|[ ]  White and Black Caribbean |  |  |  |
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|[ ]  Any other mixed background (please specify) |  |  |  |  |
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## Disability

The Equality Act 2010 defines a disabled person who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to be a disabled person under the terms of the Equality Act 2010? YES [ ]  NO [ ]

# INTRODUCTION

Thank you for your time and effort to enquire about a position at Hereford Sixth Form College. This application pack has been designed to help you provide all the information we need in our selection process to help assess your suitability for the role you are applying for. These notes are to provide you with guidance on completing your application form.

It is important that the information you provide is correct. Make sure that you check the dates and details of qualifications and previous employment. If you provide false information or deliberately omit any relevant facts it will disqualify your application, or, if discovered after appointment, may be grounds for dismissal.

This form will be photocopied so if you are handwriting your form, please ensure that it is legible and completed in **BLACK** ink.

If you feel you meet the definition of a disabled person as detailed on the previous page and you require any assistance in completing your application form, please do not hesitate to contact us. It may be possible for us to arrange for you to complete the form in another format.

The application form plays a key role in whether or not you are invited for interview so it is important that it is completed as fully and as accurately as possible.

The short-listing panel will decide whom to interview on the basis of information provided in the application form measured against the person specification.

# PARTICULARS OF EDUCATION AND QUALIFICATIONS OBTAINED

**School attended from age 11 to age 16:**

**Qualifications with grades and subject:**

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| --- | --- | --- | --- |
| GCSE etc | Subject | Grade achieved | Date awarded |
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**School attended from age 16 - 18**

**Qualifications with grades and subject:**

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| --- | --- | --- | --- |
| AS/A LEVELBTEC etc | Subject | Grade achieved | Date awarded |
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 Date awarded:

**University/College attended:**

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| --- | --- | --- | --- |
| BA/BSc/MA etc | Subject | Classification | Date awarded |
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# PRESENT POST

Name of employer:

Your job title:

Address of employer:

Telephone Number:

Current salary:

Date of appointment:

Exact Responsibilities:

Reason for leaving:

**PREVIOUS EMPLOYMENT**

**Please start with the most recent and work backwards. You must include details of your full employment history and account for any gaps in employment – continue on a separate sheet if necessary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF EMPLOYER | POST | FROM | TO | REASON FOR LEAVING |
|  |  |  |  |  |

**Significant courses attended (in last four years):**

## Membership of Professional Bodies:

## Interest/Leisure activities:

**Please give details of any experience or additional information which you consider relevant to this application (continue onto back page of form if necessary):**

**Please indicate here if you are related to or have a close personal relationship with any member of Hereford Sixth Form College Governing Body or College Management:**

**REFEREES (please supply names, addresses and telephone numbers of two referees, one should be your current or most recent employer)**

Name:

Address:

Telephone Number:

Email address:

In what capacity is this person known to you:

May we approach this person prior to interview?

YES/NO

Name:

Address:

Telephone Number:

Email address:

In what capacity is this person known to you:

May we approach this person prior to interview?

YES/NO

**CONVICTIONS:** Due to the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the Provisions of the Act and, in the event of employment any failure to disclose such convictions could result in a dismissal or disciplinary action by the College. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. You are asked to note that all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions. The appointment is subject to a satisfactory response to this check. You may attach detailed explanations if you wish and may use a sealed envelope if you prefer.

Have you been convicted of any criminal offence? YES/NO\* (\*please delete as appropriate)

**DECLARATION: I declare that the information given in this application is correct to the best of my knowledge. I agree to the Heart of Mercia Multi-Academy Trust processing personal data contained in this form for statistical, monitoring and funding purposes and providing data to MAT agents to support pension and payroll provisions.**

Signed:

Date:

**CORRESPONDENCE WILL ONLY BE SENT TO SHORT LISTED CANDIDATES.**

Additional Information (if required)