

APPLICATION FOR EMPLOYMENT

***Please complete and return this form to:***

[*hr-south@hlnsc.ac.uk*](mailto:personnel@hlcollege.ac.uk) *(Southern Campus vacancies) or* [*hr@nsc.ac.uk*](mailto:hr@nsc.ac.uk) *(Northern Campus vacancies)*

|  |  |
| --- | --- |
| Post Applied for |  |
| Post Campus |  |
| Where did you see the post advertised? |  |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | First/Other Name(s) | |  |
| Title |  | Previous Name(s) | |  |
| Address |  | Telephone Numbers | Home |  |
|  | Mobile |  |
|  | Work |  |
|  | Email address | |  |
| Postcode |  | National Insurance No | |  |
| Teachers’ Ref. No |  | Do you know anyone who already works at HLNSC? | |  |

**Disclosure and Barring Service and criminal convictions and cautions**

Herefordshire, Ludlow and North Shropshire College (HLNSC) is committed to safeguarding and the Prevent Agenda and to promoting the welfare of children and we expect all staff to share this commitment. HLNSC complies fully with the Disclosure and Barring Service (DBS) Code of Practice regarding the correct handling, storage, retention and disposal of Disclosures and Disclosure information, and undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Since the post for which you are applying may involve unsupervised access to children and vulnerable adults, it will be exempt from the provisions of the Rehabilitation of Offenders Act 1974 and amendments to the Exceptions Order 1975, 2013 and 2020.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children or young people.

Candidates who are offered an interview for such posts will be required to disclose details, cautions (including final warnings or reprimands), or convictions which are not "protected" as defined by the Exceptions Order 1975, 2013 and 2020 or any other matters that may be relevant to their suitability to work for the College including sanctions relating to work with children in any country outside of the UK. The College will regard any failure to disclose your criminal record as a breach of trust. It is College Policy that all candidates will be subject to an enhanced Disclosure check if offered the post for which the application has been made. Please note that the College is unable to consider an application further if the candidate declines to complete the Disclosure form.

**Education and Qualifications (within any Country)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School / College / University Attended | Dates from/to (month/year) | Full or Part-Time | Qualification(s) gained (Level and Subject) | Grade | Date (month/year) |
|  |  |  |  |  |  |

**Current/Most Recent Employment (within any Country)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Present / Most Recent Employer | | |  | | |
| Position Held |  | | Dates from/to (month/year) | |  |
| Nature of Business | | |  | | |
| Address |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Telephone Number |  | | | | |
| Brief description of your current role and responsibilities (along with details of other posts help with the same employer) | | | | | |
|  | | | | | |
| Notice Required | |  | | Present Salary |  |
| Reason for wishing to leave (or reason for you leaving) | | | | | |
|  | | | | | |

**Previous Employment / Unpaid Work Experience / Voluntary Work (within any Country)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Organisation | Position Held / Nature of Work | Full or Part-Time | Dates from/to (month/year) | Reason for Leaving |
|  |  |  |  |  |

**Continuing Professional Development**

|  |  |  |
| --- | --- | --- |
| Other qualifications, studies or training courses attended including any job-related training. Please include any current studies or training. | Provider | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Name and Type of Membership of Professional Body (with dates admitted) Please indicate if entry was by examination | | |
| Name | Dated | By Exam |
|  |  |  |

**IT Knowledge**

Details of package(s) used / familiar with

**Driving Licence**

|  |  |
| --- | --- |
| Do you hold a full driving license? |  |
| Do you have your own transport? |  |

**Referees**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of two referees, one of whom must be your current/most recent employer. | | | |
| Current Employer | | Additional Referee | |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Telephone No |  | Telephone No |  |
| Email address |  | Email address |  |
| Relationship |  | Relationship |  |
| **Referees are likely to be contacted if you are shortlisted without your prior approval. Appointment is conditional upon a minimum of two satisfactory references** | | | |

**Supporting Statement**

Please give details of any information, that you wish to provide in support of your application. This information needs to be relevant to the post applied for and identify why you think you would be a suitable candidate for this position.

School / college leavers / long term unemployed may like to expand on details of any unpaid work experience / hobbies / interests or voluntary work mentioned previously.

**Equal Opportunities**

Herefordshire, Ludlow and North Shropshire College welcomes applications from all members of the community regardless of age, race, ethnic background, religion or belief, gender, gender reassignment, marital or civil partnership status, pregnancy, maternity or parental situation, sexual orientation or disability.

**Data Protection and Privacy Notice for Applicants**

|  |  |
| --- | --- |
| Herefordshire, Ludlow North Shropshire College retains personal data in line with the provisions of the Data Protection Act 2003. All data will be retained securely and for the purposes it was given only. It will not be retained for longer than 6 months where appropriate and applications which do not result in employment will be confidentially destroyed after this period. Please sign to confirm that you are in agreement for your data to be processed in this manner. | |
| Signed |  |
| Date |  |

**Declaration**

|  |  |
| --- | --- |
| The details given in this application are, to the best of my knowledge, correct. I understand that my application may be rejected, that an offer of employment may be withdrawn, or I may be dismissed if I have given false information or withheld relevant details.  I accept that the post and any offer of employment is subject to an Enhanced DBS check and the potential for overseas checks where relevant. | |
| Signed |  |
| Date |  |

**Equal Opportunities Monitoring Form**

Please complete the monitoring form below by ticking or marking X in the appropriate boxes. This will allow the College to monitor its commitment to equal opportunities and ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity for all. This form will be retained by the Personnel and HR Department and will remain confidential.

|  |  |
| --- | --- |
| Surname |  |
| Forename |  |
| Date of Birth |  |
| Position Applied For |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Right to work in the UK** | You will need to provide documentation to show that you have the right to work in the UK. The link below gives information regarding the documents that you will need to provide to the College should you be invited for interview  Employers' right to work checklist (accessible version) - GOV.UK [(www.gov.uk)](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) |  | Do you have the right to work in the UK ? |  |
| **Marital Status** | Married Civil Partner |  | Single  Widow or surviving civil partner Prefer not to say |  |
| **Nationality**  e.g British, French, German |  | | | |
|  | Prefer not to say |  | Mixed - White & Asian |  |
|  | Arab | Mixed - White & Black African |
|  | Asian/Asian British - Bangladeshi | Mixed - White & Black Caribbean |
|  | Asian/Asian British - Indian | Mixed - Any other Mixed/Multi Ethnic background |
|  | Asian/Asian British - Pakistani |  |
| **Ethnicity** | Asian/Asian British - Any other Asian background | White - English/Welsh/Scottish/ Northern Irish/British |
|  |  | White - Gypsy or Irish Traveller |
|  | Black/African/Caribbean/Black British - African | White - Irish |
|  | Black/African/Caribbean/Black British - Caribbean | White - Any other White background Any other Ethnic Group |
|  | Black/African/Caribbean/Black British – Any other background | Chinese |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion or belief** | No Religion  Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  Buddhist Hindu |  | Jewish Muslim Sikh  Any Other Religion Prefer Not to Answer |  |
| **Do you have a disability?** | Yes  Learning Difficulty Physical Impairment |  | Mental Ill Health No  Other |  |
| **If you have a disability, please can you describe it?** |  | | |  |
| **Do you have caring responsibilities?**  **If yes, please tick all that apply** | None  Primary carer of a child/children (under 18) Primary carer of disabled child/children Primary carer of disabled adult (18 and over) |  | Primary carer of an older person  Secondary carer (another person carries out the main caring role)  Prefer not to say |  |
| **Gender** | Male Female Non-binary |  | Prefer not to say  Own gender term (Please specify) |  |
| **Gender Reassignment -** Have you or do you plan to change gender | Yes – I have changed Yes – I intend to change |  | No |  |
| **Sexual Orientation** | Heterosexual or Straight Gay or Lesbian |  | Bisexual  Prefer not to answer |  |

Are there any adjustments that the College may need to make to help you for the purposes of:

|  |  |
| --- | --- |
| The Interview |  |
| The Job |  |

**Declaration**

|  |  |
| --- | --- |
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| Signed |  |
| Date |  |