

**APPLICATION FOR EMPLOYMENT**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

<b>Post title:</b>	<b>Ref</b>
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**PERSONAL DETAILS** (capital letters please)

Title and Surname	Forename(s)
Private address	National Insurance no. DfEE no. (teachers only)
Postcode	Do you own a car? <span style="float: right;">Yes/No</span> Do you hold a full current driving licence? <span style="float: right;">Yes/No</span>
Email address	
Tel no. - Home <span style="margin-left: 100px;">Work</span> Mobile	

**CURRENT (OR MOST RECENT) EMPLOYMENT**

Organisation Address	Post title Salary Date of commencement Full or part-time Period of notice
Telephone no.	Date of leaving (if applicable) Reason for leaving
Brief outline of responsibilities/duties	

**PREVIOUS EMPLOYMENT (most recent first)**

Organisation	From	To	Post title	Brief description of post

**GENERAL EDUCATION (from secondary education onwards)**

Place of study	From	To	Subject(s)	Qualifications (e.g. GCSE, NVQ, Diploma, Degree)	Grade/Class

**OTHER TRAINING AND QUALIFICATIONS**

Please give details of any skills, vocational or professional training (showing dates, course titles and qualifications if relevant) including in-service and short courses, research, published materials and memberships of professional bodies.

**DETAILS IN SUPPORT OF APPLICATION** (continue on a separate sheet if necessary)

Please provide additional information to show the relevance of your skills, knowledge and abilities to the vacant post.

**HEALTH**

Applicants with a disability or health problem will be given full consideration against the requirements of the post.

In light of the job description provided for the position you have applied for, do you have a health problem or disability which is relevant to this job application? Yes  No

If yes, please give details

Are there any special facilities or adjustments you would like us to provide to help you attend an interview or to perform this job? Yes  No

If yes, please give details:

Please tell us where you saw the advertisement for this job:

**REFERENCES**

Please give the name, address, and position within the organisation, of two referees who can comment on your suitability for this post. One should be from your present or most recent employer.

Name Position Organisation Address      Tel no. <input type="checkbox"/> Fax no. Email Address:	Name Position Organisation Address      Tel no. <input type="checkbox"/> Fax no. Email Address:
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If you do not wish us to contact referees without your consent, please put a cross (X) in the relevant box(es)

**DECLARATION**

**I confirm that the information given in this application is, to the best of my knowledge and belief, true and complete.**  
**I also give my consent to the processing of my personal data, by computer or other means, in relation to my job application and possible future employment.**  
**In the event of being offered employment, I agree to provide further particulars, such as medical information, criminal background, references, and verification of qualification certificates and personal identification.**  
**I understand that any false information or failure to disclose relevant information may invalidate my application, and, in the event of employment, result in dismissal or disciplinary action.**

**Signed .....** **Date .....**

***We thank you for your interest in this post and look forward to receiving an application from you.***

## EQUAL OPPORTUNITIES MONITORING



Colchester Institute is committed to a policy which actively promotes equal opportunities in all areas of its life and work. To assist in monitoring the effectiveness of this policy in its recruitment and employment procedures all applicants are asked to provide the following information.

**Full name:** (block capitals)

**Position applied for:**

**Vacancy reference no:**

**Gender:** Male

Female

**Date of birth:**

**Ethnic Origin:**

White

Mixed/Multiple  
Ethnic groups

Asian / Asian British

Black/African/  
Caribbean/Black  
British

Other ethnic group

Prefer not to say

**Disability:**

As a holder of the Positive About Disabled People Two Tick Symbol, Colchester Institute supports the employment of individuals with disabilities

Do you consider yourself to have a disability?

*A disability could be any physical or mental condition that has (or could have, if untreated) a substantial and long term effect on your ability to carry out normal day to day activities, for example, arthritis, epilepsy, audio or visual defect.*

Yes – rather not  
specify type

No

Yes – physical  
Impairment

Yes – Mental  
Health

Yes – Learning  
Difficulty

Prefer not to say

**I consent to this information being processed in the manner described below.**

Signed

Date

**Thank you for your assistance in our equal opportunities monitoring.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998. This data is excluded from our assessment of your suitability for the post for which you have applied, and is exclusively used for the statistical evaluation of our equal opportunities policy within recruitment and employment.