



APPLICATION FOR EMPLOYMENT – SECTION 1

Please fill in the application form below. Please remember to check it carefully, as once the form has been submitted it cannot be changed. 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 General Data Protection Regulations 2018.

Details entered on this page of the form will be held by the Human Resources Department, access to this information will be withheld from the shortlisting panel.

Post title:	Ref:
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PERSONAL DETAILS

Surname:	Title:
First Names:	Mobile Telephone:
Preferred Name:	Home Telephone:
Any other names that you have been known by:	
Address:	Email Address:
Do you hold a full current driving license? <input type="checkbox"/> Yes <input type="checkbox"/> No	DfEE no. (teachers only):
Are you a United Kingdom, European Community or European Economic Area National? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answered 'No' to the above, you must supply the details of your current work eligibility documentation below:	
Nationality:	Work eligibility reference number:
Work eligibility document type:	
Details of any restrictions:	
Start date:	Expiry date:
Have you resided outside of the UK for more than 6 months in the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you were successful in your application and it is your intention to additionally work in any capacity elsewhere, please provide details:	
As a member of the Armed Forces Covenant we proactively ensure that service personnel/armed forces community are not unfairly disadvantaged as part of our recruitment process. If you are a member of the Armed Forces please indicate: <input type="checkbox"/> Armed Forces <input type="checkbox"/> Territorial Army	

DISABILITY:

As a Disability Confident Committed employer, Colchester Institute supports the employment of individuals with disabilities. Applicants with a disability will be given full consideration against the requirements of the post and will be guaranteed an interview if they meet the essential criteria of the role.

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.*

No Yes Prefer not to say

If you have a disability, are there any facilities or adjustments you would like us to provide to help you in the selection process or to perform the job?

If yes, please give details:

Details entered on Section 1 & 3 will be held in the Human Resources Department and Section 2 will be made available to the short-listing panel.

SECTION 2

Please tell us where you first saw the advertisement for this job, if you saw it on our website, what first took you there:

EDUCATION & PROFESSIONAL QUALIFICATIONS - from secondary education onwards

Institution	From dd/mm/yy	To dd/mm/yy	Qualifications (e.g. GCSE, NVQ, Degree etc.)	Subject(s)	Grade/ Class

You will be asked to provide evidence of these qualifications if you are successfully shortlisted for interview.

OTHER TRAINING AND QUALIFICATIONS

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

Course Title/Professional Body	Provider/Registration type	Year obtained



EMPLOYMENT HISTORY

Please record below the details of **all** your previous employment since leaving **secondary education**, beginning with the most recent first. If required, please provide additional information regarding your employment history that does not fit in the below sections within the 'Supporting Information' section.

Current/Most recent employer:

Employer/Employing Organisation:	
Job title:	Period of notice:
Address:	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Current salary:
Start Date:	End Date:
Reason for leaving: <input type="checkbox"/> Not yet left <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:	
Description of your main duties and responsibilities:	

Previous Employer 1

Employer/Employing Organisation:	
Job title:	Period of notice:
Address:	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Salary:
Start Date:	End Date:
Reason for leaving: <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:	
Description of your main duties and responsibilities:	

Previous Employer 2

Employer/Employing Organisation:	
Job title:	Period of notice:
Address:	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Salary:
Start Date:	End Date:
Reason for leaving: <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:	
Description of your duties and responsibilities:	



OTHER PREVIOUS EMPLOYMENT

Organisation	From dd/mm/yy	To dd/mm/yy	Job title	Brief description of role	Reason for leaving
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:
					<input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal – Redundancy <input type="checkbox"/> Dismissal – Conduct <input type="checkbox"/> Dismissal – Capability <input type="checkbox"/> Other, please specify:

If you have any gaps in your employment history, since leaving secondary education, of 1 month or more, please detail the gaps below and state the reason for them. All gaps must be covered.

Dates	Reason

SUPPORTING INFORMATION (continue on a separate sheet if necessary)

Please provide additional information to demonstrate the relevance of your skills, knowledge and abilities and how they match the person specification of the job role requirements. It is important that you relate your experience to the requirements of the job with examples whenever possible.

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EMPLOYMENT REFERENCES – SECTION 3

Please provide all of the below information for your two referees who can comment on your suitability for this post.

Please see requirements below:

- We require two employment references that cover the last three years of employment. We will not accept personal referees as standard.
- One reference should be from your present line/department manager or HR Department.
- If you are currently studying please provide your tutor as one of your referees.
- If you are self-employed, a client as a referee is not acceptable.
- References will not be accepted from relatives or people writing solely in the capacity of friends.
- References must be on headed paper, company stamp or be sent from a valid business email.
- We do not accept 'open' references.

Name:

Position:

Professional Relationship:

Organisation:

Address:

Email Address:

Tel no:

Name:

Position:

Professional Relationship:

Organisation:

Address:

Email Address:

Tel no:

References will not be requested until an offer of employment has been accepted. If you do not wish us to contact referees at that stage without your consent, please put a cross (X) in the relevant boxes above. If you have any queries please call HR or email Jobline@colchester.ac.uk

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974 and regulations issued by the Home Office the College has a duty to ensure that a police check for criminal convictions is undertaken for those offered an appointment that gives substantial access to children and vulnerable adults. Applicants for employment will be required to disclose spent convictions.

All roles at Colchester Institute are covered by the Act so you are required to disclose criminal convictions even those which are considered 'spent'. A criminal offence includes all convictions, cautions, reprimands and warnings, including driving offences.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/publications.



Have you ever been convicted of a criminal offence, or been issued with a police caution, conviction, reprimand, or warning, that is not 'protected' against under the Exceptions Order 1975 (2013)? Yes No

If your answer is yes please provide details:

Date of Offence	Offence description	Penalty/Sentence/Judgement

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DECLARATION

I confirm that the information given in this application and accompanying documents, CV and supplementary sheets 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.

We will retain your personal information for six months or as long as becomes necessary if potential legal claims are made, to allow us to establish, exercise or defend legal claims. If you start work with us following the recruitment process, we will direct you to a copy of our Retention of Records Policy, and will retain your personal information in line with this. For further information please see our Recruitment Privacy Notice which is located on the Colchester Institute website in the Job vacancy section under 'Latest Vacancies – How to Apply'.

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 whether knowingly or unknowingly, 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.