



TRURO AND PENWITH COLLEGE APPLICATION FOR EMPLOYMENT



Application No:



This form must be completed in full. If you are writing your application, please do so in black ink. Please avoid answering questions with "see CV". Applicants, who by reason of a disability may have problems completing an application form, are advised to seek assistance from the College's HR & Employee Services team.

Personal Details (block letters please)

Post applied for:	
Mr / Mrs / Miss / Ms / Dr / Other (please specify) Surname: Previous names:	Forename(s): Preferred Name:
Where did you see this post advertised?	

Disclosures of Interest:

Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of a formal disciplinary procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to any of the above, please provide details on a separate sheet.	

Present/most recent appointment

Job title:		Employer's name/address/e-mail:
Date started Date left if applicable:		
salary:		
Notice required and/or reason for leaving:		
Brief out line of duties and responsibilities:		

Previous employment and experience

Please list previous employment, in chronological order (beginning with the most recent) and provide information on an additional sheet if required. Any voluntary or unpaid work should also be included. If there are gaps in your employment, please state the reasons in the 'omissions' section.

From MM/YY	To MM/YY	Place of work/employer	Scale/ grade	Title/responsibility	If Teaching Experience give details (subjects, level, age range)	Reason for leaving

Education and Qualifications

In chronological order, please give full details of secondary schools, colleges and universities attended and qualifications obtained

Name of institution	Qualifications/training - Proof of job-related qualifications will be required Give Details of Subjects, Levels, Grades, etc.	Date Awarded

Professional / Managerial / Apprenticeship

If appropriate please give details of any training experience, additional qualification gained, membership of professional body etc

Omissions

Please describe on a separate sheet any unusual features or omissions from your pattern of employment and education shown in the above sections

Reasons for Applying for this Post**Other Activities**

Please describe other activities (paid or unpaid) which you feel are relevant to the post.

Additional Details (Continue on an additional sheet if necessary)

Applicants are invited to set out below further details relevant to your application. You should explain both:

- i. how your previous achievements and experience qualify you for this post.
- ii. the qualities and approach you would bring to the new job.

Personal Details

Application No:

Address:	E-mail:
Post Code:	Date of Birth:
NI Number:	Home telephone:
Do you have a valid car driving licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Mobile telephone:
	Work telephone:
	DFE Reference No (If Qualified Teacher):

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.' 'Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
Yes ☐ No ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?
Yes ☐ No ☐

b. If 'Yes' please supply details (this will not necessarily debar you from appointment)

Safeguarding

As Truro and Penwith College meets requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All offers of employment will be subject to satisfactory clearance. No check will be made unless you are the final selected candidate and have no objection to enquiries being made. Failure to give your consent will result in the College being unable to give further consideration to your employment.

If appointed, do you consent to a check being made? Yes ☐ No ☐

Arrangements for interview:

If you have a disability are there any arrangements which we can make for you if you are called for an interview?
Yes ☐ No ☐

If yes, please specify (e.g. sign language, interpreter, audio tape, etc)

Referees

You must provide a minimum of 2 references, one of whom should be your current employer. References will not be accepted by relatives or by people writing solely in the capacity of friends.

Please note for all referee's email details are essential

Name:	Name:
Relationship to you: <i>Must be your current or most recent employer</i>	Relationship to you: <i>previous employer or manager</i>
Organisation name and address, incl. postcode	Organisation name and address, incl. postcode
Telephone Number:	Telephone Number:
Email Address	Email Address
Name:	The normal practice of the College is to contact the referees of shortlisted candidates before interview. If you do not wish this to happen, please indicate below:
Relationship to you: <i>Previous employer or manager</i>	
Address	
Telephone Number:	
Email Address	

College Privacy Statement and Declaration

<p>By signing this form you agree to Truro and Penwith processing the personal data contained on this form for the purposes in the Staff Privacy Notice which can be found here and my consent is conditional upon the College complying with their obligations under the General Data Protection Regulations 2018.</p> <p>By signing this form you give your permission for Truro and Penwith College to contact the references listed above should an offer of employment be made to you and prior to appointment if shortlisted unless you have indicated above.</p> <p>By signing this form you certify that the information given in my application is correct and complete to the best of your knowledge and belief and is a true and accurate reflection at the time of completion.</p> <p>By signing this form you declare that you are not disqualified from work with children, or subject to sanctions imposed by a regulatory or professional body.</p> <p>By signing this form you understand that any falsification of details may lead to summarily dismissal.</p>	
Signature	Date
Canvassing in any form will disqualify.	

Please return this form to: HR & Employee Services, Truro and Penwith College, College Road, Truro, TR1 3XX or by email to hres@truro-penwith.ac.uk

Please ensure this page is separate

TRURO AND PENWITH COLLEGE DIVERSITY MONITORING

Truro and Penwith College is committed to Equality, Diversity and Inclusion (EDI) and in promoting EDI in employment regardless of workers' gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. The following questions are used solely for the purpose of monitoring equal opportunities. This information will not be used when deciding on a short-list or making an appointment, but your co-operation in completing the following would be very much appreciated.

FULL NAME:	
MAIDEN NAME:	
POST APPLIED FOR:	
CLOSING DATE:	
VACANCY TYPE:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Term Time Only: Yes <input type="checkbox"/> No <input type="checkbox"/>

Details:

MARITAL STATUS:	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>
GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Is the gender you identify with the same as your sex registered at birth? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/> If the gender you identify with is not the same as your sex registered at birth, please write in:
DATE OF BIRTH:	
AGE GROUP:	16-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61-65 <input type="checkbox"/> 65+ <input type="checkbox"/>

Disability Status:

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself under this definition to be disabled? Yes ☐ No ☐

If yes, please give details:

Is there any other information which you would like us to consider regarding your disability?

Vacancy Advertisement:

Where I saw the Vacancy Advertised:

West Briton <input type="checkbox"/>	College Website <input type="checkbox"/>	This is Cornwall Jobsite <input type="checkbox"/>
Cornishman <input type="checkbox"/>	Internally <input type="checkbox"/>	From a friend/Word of mouth <input type="checkbox"/>
TES <input type="checkbox"/>	FEJobs Online <input type="checkbox"/>	Other (Please state):

Ethnic Origin:

Ethnic origin is not about nationality, place of birth or citizenship. It's about the group to which you perceive you belong. Please place an 'X' in the appropriate box:

'X'	Ethnicity
<input type="checkbox"/>	Asian or Asian British Indian
<input type="checkbox"/>	Asian or Asian British Pakistani
<input type="checkbox"/>	Asian or Asian British Bangladeshi
<input type="checkbox"/>	Asian or Asian British Other
<input type="checkbox"/>	Black or Black British Caribbean
<input type="checkbox"/>	Black or Black British African
<input type="checkbox"/>	Black or Black British Other
<input type="checkbox"/>	Chinese Chinese
<input type="checkbox"/>	Chinese Other
<input type="checkbox"/>	Mixed or Multiple Ethnic Group White & Black Caribbean
<input type="checkbox"/>	Mixed or Multiple Ethnic Group White & Black African
<input type="checkbox"/>	Mixed or Multiple Ethnic Group White & Asian

'X'	Ethnicity
<input type="checkbox"/>	Mixed or Multiple Ethnic Group Other
<input type="checkbox"/>	White English
<input type="checkbox"/>	White Welsh
<input type="checkbox"/>	White Scottish
<input type="checkbox"/>	White Northern Irish
<input type="checkbox"/>	White Irish
<input type="checkbox"/>	White British
<input type="checkbox"/>	White Gypsy Traveller
<input type="checkbox"/>	White Other
<input type="checkbox"/>	Other Ethnic Group Arab
<input type="checkbox"/>	Other, please state
<input type="checkbox"/>	Prefer not to say