



Hope Valley College

Nurture - Enrich - Achieve

An Equal Opportunity Employer

EMPLOYMENT APPLICATION FORM

CONFIDENTIAL

Warning: As this post is classed as having substantial access to children or vulnerable adults, appointment will be subject to a Criminal Records Bureau disclosure.

IMPORTANT - Before completing this form, please read the additional information for applicants carefully. Please complete in BLACK ink or TYPE to facilitate copying. Please note that CVs will not be considered.

POST DETAILS

Job Title

Closing Date

PERSONAL DETAILS

Surname

Title *Mr/Mrs/Ms/Miss/Other*

Forename(s)

Telephone number

Day

Evening

Mobile

Address

E-mail address

Postcode

PRESENT OR MOST RECENT EMPLOYER

Employer's name and address

Job title

Salary

Start date

Notice required

Leaving date and reason

Please outline your duties and responsibilities

PREVIOUS EMPLOYMENT

Please give details of **all** previous employment including temporary or voluntary work, starting with your most recent employment. Please include periods of non-employment.

Name and address of employer	Job title and main responsibilities	Dates from to	Reason for leaving

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS & REGISTRATION

Please give details of membership of professional or technical bodies/associations.

Professional body	Membership level	Date joined	Professional Reg. No./Ref

EDUCATION

Please give details of any education received in this country or abroad and qualifications **obtained** with dates.

Establishment attended	Course title/subject	Qualification	Dates

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training received in this country or abroad and qualifications **obtained** with dates.

Establishment attended	Course attended	Qualification	Dates

EXPERIENCE

Using the job description and person specification provided please give further details of previous experience and skills which you consider relevant to this post (please continue on a separate sheet if necessary).

REFERENCES

Please nominate two referees. One referee should be your present/most recent employer.

Name

Designation/position

Address

e-mail:

Telephone number

Name

Designation/position

Address

e-mail:

Telephone number

Can we contact your present employer for a reference before an offer of employment is made? Yes No

If no, please note that if you are successful at interview a reference will be required before we can proceed with your appointment.

REHABILITATION OF OFFENDERS ACT 1974

Certain posts require that you disclose any conviction, caution or binding over including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974. If the post for which you are applying requires such a disclosure this will be indicated on the supporting details you will have received with this form.

EQUAL OPPORTUNITIES POLICY STATEMENT

The Academy's policy is to provide services fairly to all sections of the community and to give equal treatment to its employees and service users regardless of their age, disability, HIV status, marital status, race, religion, sex, sexuality or national origin.

The Academy promotes the elimination of discrimination and complies with the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended), Human Rights Act 1998, Immigration and Asylum Act 1999, Disability Discrimination Act 1995, together with relevant Codes of Practice and European Directives.

All employees and those acting on behalf of the Academy are responsible for implementing the policy and have a continuing duty to challenge all forms of discrimination.

STATEMENT

I declare that I have read and understood all the information provided with this application.

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of The Academy relating to the subject matter of this form, being processed by them in administering the recruitment and appointment process.

I understand that any offer of appointment and subsequent employment is dependant upon this declaration and information contained within this application.

To the best of my knowledge and belief the information contained in this form is accurate. It is understood that any deliberately false statement or omission may prejudice my employment.

Signature

Date

If you submit this application electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process e.g. dates when you are not available, any special requirements you may have.

RECRUITMENT AND SELECTION MONITORING

In order to ensure that the equal opportunity policies are effective, it is important to collect information on the age, disability, gender, and race of all applicants. Your assistance in completing this section is greatly appreciated as it helps us to improve our policies and practices. Thank you.

DISABILITY

Do you have any long term illness, health problem or disability that limits your day to day activities?

Yes

No

ETHNICITY

White British	<input type="checkbox"/>	<i>WB</i>	Other Mixed background	<input type="checkbox"/>	<i>MO</i>	Black Caribbean	<input type="checkbox"/>	<i>BC</i>
White Irish	<input type="checkbox"/>	<i>WI</i>	Indian	<input type="checkbox"/>	<i>AI</i>	Black African	<input type="checkbox"/>	<i>BA</i>
White Other	<input type="checkbox"/>	<i>WO</i>	Pakistani	<input type="checkbox"/>	<i>AP</i>	Other Black background	<input type="checkbox"/>	<i>BO</i>
White & Black Caribbean	<input type="checkbox"/>	<i>MC</i>	Bangladeshi	<input type="checkbox"/>	<i>AB</i>	Chinese	<input type="checkbox"/>	<i>OC</i>
White & Black African	<input type="checkbox"/>	<i>MB</i>	Other Asian background	<input type="checkbox"/>	<i>OA</i>	Any other	<input type="checkbox"/>	<i>OT</i>
White & Asian	<input type="checkbox"/>	<i>MA</i>						

GENDER

Date of Birth

Are you

DD / MM / YYYY

Female Male

/ /

RECRUITMENT SOURCE

Please indicate where you saw this post advertised:

National Newspaper/Journal:

- The Guardian
- Community Care
- Times Educational Supplement
- Surveyor
- People Management
- Accountancy Age

Local Newspaper:

- Derbyshire Times
- Derby Evening Telegraph
- Sheffield Star
- Nottingham Evening Post
- Other: (Please specify)

Website:

- HVC website
- Connexions
- Jobcentreplus