

Office use only	
Post Reference	
Applicant Reference	



APPLICATION FOR EMPLOYMENT

POST APPLIED FOR	
Job title	
Full-time/Part-time	

PERSONAL DETAILS	
Title	
Surname	
Former Surname <i>(if applicable)</i>	
Forenames	
Address	
Post code	
Email	
Telephone	Home: _____ Work: _____ Mobile: _____
NI Number	

Do you have qualified teacher status (QTS, QTLS or equivalent)?	Yes	No
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ENTITLEMENT TO WORK IN THE UK	
Are you entitled to work in the UK?	Yes No
Is this a permanent entitlement? <i>If No, please give details:</i>	Yes No

EMPLOYMENT REFERENCES

Referee Name		Referee Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Can this referee be contacted prior to interview? Yes No		Can this referee be contacted prior to interview? Yes No	

CRIMINAL CONVICTIONS

All College employees are covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) order 1975.**

Do you have a criminal record or charges pending? <i>If Yes, please give details:</i>	Yes No
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DISCIPLINARY RECORD

Have you been subject to any disciplinary action in the last two years? <i>If Yes, please give details:</i>	Yes No
Is there any disciplinary action pending against you? <i>If Yes, please give details:</i>	Yes No

DRIVING

Do you have a current full driving licence?	Yes No
Do you have access to a vehicle for business use?	Yes No
Is it currently insured for business use?	Yes No

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EDUCATION AND TRAINING <i>(Education and training post-16: please put most recent first)</i>				
Place of education and training	Dates		Qualification	Grades/Level
	From	To		

PRESENT (OR MOST RECENT) EMPLOYMENT			
Job title			
Date Appointed		Date left	
Annual salary		Notice required	
Employer			
Nature of employer's business			
Address			
Telephone			
Outline of duties			
Reason for leaving			

WORK-RELATED TRAINING*(Short courses and specialist training undertaken in past **three years**: please put most recent first)*

Duration	Organising body	Course/event title

MEMBERSHIP OF PROFESSIONAL BODIES

Professional body	Date of membership	Level of membership

ADDITIONAL INFORMATION*If you are applying for a lecturing, learning support or assessor post, please list the area in which you are competent (e.g. Mechanical Engineering, Business Administration, Biology)*

If you are applying for a **part-time** teaching, learning support or assessor post, please indicate those times when you are available.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

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PERSONAL STATEMENT

Please indicate what attracts you to the post. Explain how your qualifications, skills, knowledge and experience match the requirements of the job description and person specification. Indicate which jobs and/or activities outside employment have played a key role in your development. (Do not send a CV)

(Please continue on next page)

Please return to

HR Department
Derwentside College
Front Street
Consett
Co. Durham
DH8 5EE

Telephone

01207 585900

Email

hr@derwentside.ac.uk

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APPLICANT DECLARATION

This declaration must be read, signed, and dated, and returned with your completed application form.

I acknowledge and understand that Derwentside College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

I confirm that, if appointed, I will share this commitment.

I am aware that posts in education and training establishments, where employees have access to children, young people and vulnerable adults, are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and that, therefore, such employees are **not** entitled to withhold information on any convictions, cautions and bind-overs.

I confirm that, if appointed, I will disclose full details of all previous convictions, cautions and bind-overs.

I am aware that, as part of its appointments procedure, Derwentside College will utilise the services of the Disclosure and Barring Service (DBS) for a criminal record check on me at the level of an Enhanced Disclosure. I am also aware that if I knowingly make a false statement in support of a DBS application, I will be committing a criminal offence.

I confirm that, if appointed, I will provide complete and true information in support of my application to the DBS for an Enhanced Disclosure.

I am aware that Derwentside College, like all education and training establishments, is under a duty to prevent unsuitable people from working (or volunteering) with children, young people or vulnerable adults.

I confirm that I am not disqualified from working with children, young people or vulnerable adults. I also confirm that I am not subject to any sanctions imposed by a relevant regulatory body.

I confirm that, to the best of my knowledge and belief, the information I have given in my application for employment is accurate and complete. I understand that any inaccurate or incomplete information given by me will result in the disqualification of my application or, if engaged, to my dismissal.

Signed		Date	
Print name			