



Application for Employment

CONFIDENTIAL

Please complete all sections of this application fully. A CV may be sent in support of your application but must not be in place of any sections of this form. Partially completed forms will not be considered.

| THIS JOB | | |
|-------------------|-------------|---------------------|
| Post applied for: | Department: | Post advertised in: |

| ABOUT YOURSELF | | |
|----------------|--|--------------------------------|
| Surname: | Initial(s): | |
| Home Address: | Address for correspondence if different: | National Insurance No: |
| Postcode: | Postcode: | DES/DFE Ref No (if applicable) |
| Tel No: | Tel No: | |

| YOUR EDUCATION | | |
|--------------------------------------|------------------------|--------|
| Secondary School, College/University | Qualifications gained: | Grade: |

| TRAINING AND PROFESSIONAL QUALIFICATONS | | | | | | |
|---|---------|----------|-------|-----|---------|------------------------|
| Institute: | Course: | Subject: | From: | To: | FT/PT*: | Qualifications gained: |

| PRESENT POST | | | |
|---|----------------------|--|----------------------------|
| Post Title: Employers Name: Address: Tel No: | | Position held, duties undertaken and reason for leaving: | |
| Salary Scale: £ to: £ | Present Salary: £ | Date Commenced: | Period of notice required: |

| PREVIOUS POSTS (Chronological order – commencing with most recent first) | | | | | |
|--|--|-------------|-----------|---------|---------|
| Name and address of employer: | | Start Date: | End Date: | FT/PT*: | Salary: |
| Position held, duties undertaken and reason for leaving: | | | | | |
| Name and address of employer: | | Start Date: | End Date: | FT/PT*: | Salary: |
| Position held, duties undertaken and reason for leaving: | | | | | |
| Name and address of employer: | | Start Date: | End Date: | FT/PT*: | Salary: |
| Position held, duties undertaken and reason for leaving: | | | | | |
| Name and address of employer: | | Start Date: | End Date: | FT/PT*: | Salary: |
| Position held, duties undertaken and reason for leaving: | | | | | |
| Name and address of employer: | | Start Date: | End Date: | FT/PT*: | Salary: |
| Position held, duties undertaken and reason for leaving: | | | | | |
| Name and address of employer: | | Start Date: | End Date: | FT/PT*: | Salary: |
| Position held, duties undertaken and reason for leaving: | | | | | |

Additional Information

Please use this space to explain why you are interested in the post and why you think you are suitable. Please give details of the skills, experience and abilities you possess which are relevant t the post. (Continue on a separate sheet if necessary)

REFEREES

Please name two referees who have experience of, and are able to comment on your employment record. One MUST be your present/most recent employer. References will only be taken up if you are called to interview.

| | | |
|-------------|--|--|
| Name: | 1. | 2. |
| Occupation: | | |
| Tel No: | | |
| Address: | | |
| | Can we contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/> | Can we contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/> |

PROFESSIONAL BODIES

Please give details of membership of any professional bodies:

DRIVING LICENCE DETAILS

Do you have a full current driving licence? (please ✓) Yes No

Please give details of any endorsements/penalty points:

SPECIAL RELATIONSHIPS

If you are related to any members of the Carlisle College Corporation (i.e. Governors and/or any member of staff),please give details:

DECLARATION

I certify that the above is accurate and that I have not withheld information

Signed: Date:

(if called to interview you will be asked to sign)

Canvassing directly or indirectly shall disqualify the candidate concerned. All information contained in this form will be treated as **strictly confidential**

Please return completed application forms to: Alternatively, please e-mail your completion application to:

The Personnel Department vacancies@carlisle.ac.uk
Carlisle College
Victoria Place
Carlisle College
CA1 1HS

S/FORMS/REC/APPLICATION-FORM-FOR-EMPLOYMENT-089-ELECTRONIC



DIVERSITY MONITORING FORM

Carlisle College aims to provide equality of opportunity in employment.

To enable us to monitor the effectiveness of our policies please read the following information and select an appropriate response from the following boxes as appropriate:

Please note - this form is separated from the application form and is not available to the short-listing panel. The information on this form is for statistical analysis only, we would therefore be obliged if you would complete all of the sections.

Post Number/Post Applied for _____

Full Name _____

Gender

Male Female Transgender

Age

Date of Birth: _____ 16-25 26-35 36-45 46-55 56+

Title

Mr Mrs Miss Ms Dr

Marital Status

Divorced Married/Civil Partnership Single Widowed Prefer not to say

Caring Responsibilities

Do you have primary care responsibilities for a dependant on a day to day basis?

Yes - Child up to 16 years old Yes - vulnerable adult
 Yes - Child with a disability No

Disability

Do you consider yourself as disabled, as defined by the Disability Discrimination Act 2005?

Yes No Prefer not to say

If you have answered YES above please tell us what type of disability affects you.

Blind / Partially Sighted Learning Difficulty Other
 Deaf / Hearing Impaired Mental Health Problems
 Emotional / Behavioural Mobility Difficulties

Are there any special arrangements you would like us to make if you are selected for interview?

Ethnic Origin

| | | | |
|--------------------------|--------------------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Asian or Asian British - Bangladeshi | <input type="checkbox"/> | Mixed - any other |
| <input type="checkbox"/> | Asian or Asian British - Indian | <input type="checkbox"/> | White - British |
| <input type="checkbox"/> | Asian or Asian British - Pakistani | <input type="checkbox"/> | White - Irish |
| <input type="checkbox"/> | Black or Black British - African | <input type="checkbox"/> | White - any other |
| <input type="checkbox"/> | Black or Black British - Caribbean | <input type="checkbox"/> | White - other European |
| <input type="checkbox"/> | Black or Black British - any other | <input type="checkbox"/> | Any other |
| <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Traveller of Irish Heritage |
| <input type="checkbox"/> | Mixed - White and Asian | <input type="checkbox"/> | Gypsy/Roma |
| <input type="checkbox"/> | Mixed - White and Black African | <input type="checkbox"/> | Prefer not to say |
| <input type="checkbox"/> | Mixed - White and Black Caribbean | <input type="checkbox"/> | Other _____ |

Religion / Belief

Please mark which group best fits your religion / belief

| | | | | | |
|--------------------------|-----------|--------------------------|--------------|--------------------------|-------------------|
| <input type="checkbox"/> | Bahai | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | None |
| <input type="checkbox"/> | Buddhist | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other _____ |
| <input type="checkbox"/> | Christian | <input type="checkbox"/> | Parsi | <input type="checkbox"/> | Prefer not to say |
| <input type="checkbox"/> | Hindu | <input type="checkbox"/> | Rasterfarian | | |
| <input type="checkbox"/> | Jain | <input type="checkbox"/> | Sikh | | |

Sexual Orientation

| | |
|--------------------------|---|
| <input type="checkbox"/> | Bisexual (orientation towards people of the same and opposite gender) |
| <input type="checkbox"/> | Heterosexual (orientation towards people of the opposite gender) |
| <input type="checkbox"/> | Lesbian or Gay (orientation towards people of the same gender) |
| <input type="checkbox"/> | Prefer not to say |

Thank you for your participation - your contribution will help to develop the Single Equality Scheme and Action Plan for Carlisle College.

This form should be returned to the Personnel Department with your application form.

INFORMATION FOR JOB APPLICANT

Diversity in Employment

Carlisle College seeks to secure genuine equality of opportunity in all aspects of its activities as an employer. We therefore endeavour to ensure that no present or potential applicant or employee receives less favourable treatment than another on the grounds of gender, marital status, ethnic origin, disability or any other factors unrelated to the requirements of the job and which are not restricted by legislation.

In support of this policy the College has made the following undertakings:

- 1 Recruitment advertisements will only include those essential and desirable requirements that are necessary and justifiable for the effective performance of the job. The requirement for specific qualifications will only be included where they are directly relevant to the job and it will be made clear that equivalent or alternative qualifications are acceptable.
- 2 Applicants will be required to complete a Diversity Monitoring Form which should be returned with the Application Form.
- 3 Short-listing will be carried out against the criteria set out in the Person Specification. The Short-listing Panel will not have access to the information on the Diversity Monitoring Form.
- 4 During interview each candidate will be assessed in relation to the requirements of the job and questions will concentrate on the criteria identified in the person specification.
- 5 The appointment will be made on the basis of matching the information identified from the application form, interview and selection tests and the criteria identified from the job description and person specification.