

# Application for Employment

CONFIDENTIAL

Please complete all sections of this application fully, in black ink. Please note that Carlisle College cannot accept a curriculum vitae, all sections of the application form must be completed.

THIS JOB	
Post applied for:	Post advertised in:

ABOUT YOURSELF			
Surname:	Initial(s):	Y/N	Have you been known by a different name, or changed your name by Deed Poll? Please give details below:
Address:		Previous Name(s):	
Postcode:		Previous Name(s):	
Tel No:		Mobile No:	
		Previous Name(s)	
e-mail address:		Y/N	I require a Work Permit to work in the UK

YOUR EDUCATION			
Name of Secondary School, College, University	Level of Qualifications	Subject	Grade

TRAINING & PROFESSIONAL QUALIFICATIONS / PROFESSIONAL BODY MEMBERSHIP(S)	
Please give title of qualification achieved and/or Membership held	Date

Please provide employment history identifying any gaps in employment. Use a continuation sheet if necessary.

PRESENT POST/MOST RECENT POST	
Post Title:  Employers Name: Address:  Tel No:	Summary of main duties undertaken:
Present Salary:                      £	
Date commenced:	
Date of leaving (if applicable) :	
Period of Notice required:	
Reason for leaving/wishing to leave:	

Identified gap between employment. If you have had continuous employment, leave this section blank.		
From	To	Reason

PREVIOUS POST (Chronological order – commencing with most recent first)	
Post Title:  Employers Name: Address:  Tel No:	Summary of main duties undertaken:
Salary:                                      £	
Date commenced:	
Date of leaving:	
Reason for leaving:	

Identified gap between employment. If you have had continuous employment, leave this section blank.		
From	To	Reason

“Students are at the heart of what we do.”



PREVIOUS POST.	
Post Title:	Summary of main duties undertaken:
Employers Name:	
Address:	
Tel No:	
Salary: £	
Date commenced:	
Date of leaving:	
Reason for leaving:	

Identified gap between employment. If you have had continuous employment leave this section blank.		
From	To	Reason

PREVIOUS POST	
Post Title:	Summary of main duties undertaken:
Employers Name:	
Address:	
Tel No:	
Salary: £	
Date commenced:	
Date of leaving:	
Reason for leaving:	

Identified gap between employment. If you have had continuous employment leave this section blank.		
From	To	Reason

PREVIOUS POST	
Post Title:	Summary of main duties undertaken:
Employers Name:	
Address:	
Tel No:	
Salary: £	
Date commenced:	
Date of leaving:	
Reason for leaving:	

Identified gap between employment. If you have had continuous employment, leave this section blank.		
From	To	Reason

**Making reference to the person specification use the space below to tell us why you think you are suitable for the post. Continue on a separate sheet if necessary.**

**Experience**

**Skills/Knowledge**

**Personality/Attitude**

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**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.
Company:		
Occupation:		
Tel No:		
Address:		
E-mail address:		
	Employment Reference	Employment/Character Reference (please indicate)
	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"/>

**SPECIAL RELATIONSHIPS**

If, to the best of your knowledge, you are related to any member of the Carlisle College Corporation (ie Governors and/or any member of staff), please give details:

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## DECLARATION

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- 1 The provision of false information may result in disqualification from the recruitment process or termination of employment.
- 2 The information provided on this application may be stored and processed by Carlisle College for a period of 6 months for recruitment purposes and if successful the information will be stored on a personal file and processed for the purpose of the employment relationship.
- 3 Where I cannot provide evidence of qualifications, suitable reference and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.
- 4 Canvassing any members of the Carlisle College Corporation (including Governors), directly or indirectly for any appointment will disqualify my application.
- 5 Under the Rehabilitation of Offenders Act (1974) failure to disclose any convictions spent or otherwise will result in non appointment or disciplinary action and potential dismissal.
- 6 Where the post for which I am applying requires me to work with children and/or vulnerable adults I hereby agree to a disclosure being made by the Criminal Records Bureau about the existence and content of a criminal record spent or otherwise.
- 7 All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.
- 8 Carlisle College must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.
- 9 All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner's Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL:

<http://www.carlisle.ac.uk/files/recruit-docs/application/Privacy-Notice.pdf>

For information regarding your rights under data protection legislation, please refer to the contact details in our privacy policy.

Signed: ..... Date: .....

(Electronic applications will require to be signed at interview stage).

Please return completed application forms to:

The Personnel Department  
Carlisle College  
Victoria Place  
Carlisle College  
CA1 1HS

Alternatively, please e-mail your completed application to:

vacancies@carlisle.ac.uk

“Students are at the heart of what we do.”



# **Guidance notes for completing the College application form**

These guidance notes have been designed to assist applicants to complete the job application form. Please read these notes carefully before completing your Job Application form.

## **Data Protection**

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Once your application form has been received all details that you submit will be recorded for a maximum of 6 months and will then be disposed of confidentially. If you are successful in your application this information will be kept securely as part of your personal employment record.

## **Advice on completing the application form**

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Applicants are advised to complete the application form in **Black** ink. Applicants should ensure that their writing is legible. Where the applicant is disabled or may have difficulty in completing the application form Carlisle College will accept the application form where it has been completed by another person for assistance, although the declaration at the back of the application must be signed by the actual applicant. Before completing the application form applicants are advised to read through the application pack, in particular the job description and person specification. Braille and audio versions of the application form are available on request.

## **Apply On Line**

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Please note that you may also be able to download an electronic version of the application form at

<http://www.carlisle.ac.uk/workingatcc.html>. Please ensure that when you apply online you print a copy of your completed application form to check all information has been included and is correct before submitting.

**Please note that Carlisle College cannot accept a curriculum vitae and all sections of the application form must be completed.**

## **Personal Details**

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### **Work Permit Asylum and Immigration Act 1996**

*All applicants are required to state whether a work permit is required.*

The Asylum and Immigration Act 1996 makes it a criminal offence for Carlisle College to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

## **Your Education**

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### **Secondary and Further Education**

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to

the post for which they are applying are included in the application form.

Applicants should also include examinations sat and state where results are pending.

## **Employment History**

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All applicants must complete the previous employment section leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to disability will not prejudice your application for employment with Carlisle College.

## **Additional Information**

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Applicants should provide supporting information in the additional information section of the application form. Where additional sheets are supplied the applicants must attach these securely to the application form, sign and date them.

The application form will be used initially for short-listing for interview and may be referred to during the selection process. It is important that you use the additional information section to clearly explain how your particular skills, qualifications and experience compare with those listed in the person specification. The shortlisting panel will need to obtain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

## **References**

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When providing details of referees, applicants must provide two references. One should be from your current employer or if unemployed your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. In the case of school leavers the reference should be from your Head Teacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

Carlisle College will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

## **Declaration**

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Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. Please note that if you provide false information or deliberately omit any relevant details, your application will be withdrawn from the recruitment process. All applicants must be received by the published closing date.

Electronic applications will be required to be signed at interview.

## 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 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

Co-habitee  Married/Civil Partnership  Single  Prefer not to say  
 Divorced  Separated  Widowed

### 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 Equality Act 2010?

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?



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**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"/>	Rastafarian		
<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.