

Stroud College

Application Pack

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POST APPLIED FOR:

REFERENCE NUMBER:

PERSONAL INFORMATION

Part 1. Personal Details

Dr/Mr/Mrs/Miss/Ms/other

First Name:

Surname:

Address:

Daytime Telephone:

Evening Telephone:

Mobile Number:

Post Code:

Email:

Do you hold a current driving licence? Yes / No (please delete as appropriate)

Would you require any particular facilities or arrangements if you are invited for interview? Yes / No (please delete)

If Yes, please provide further details here:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes / No (please delete as appropriate) If yes, please give details below

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes / No (please delete as appropriate)

Are you related to a Governor or any other employee of the College?

Yes / No (please delete as appropriate) If yes, please give details below

Part 2. Employment History

Please give details of your current or most recent employment

Name & Address of Organisation:

Position Held:

Grade/Salary:

Period of Notice:

Full or Part-time:

Permanent or Temporary:

Post code:

Reason for Leaving:

Please describe the duties and responsibilities of this post below:

Part 2 (Continued) Previous Employment and Other Experiences

Please list in chronological order, beginning with your most recent employment. You should include details of all previous work history, accounting for any gaps in your employment record. You may also wish to include details of any unpaid work experience which may add to your application.

To	Dates From	Name & Address of Organisation	Position Held	Duties and Responsibilities	Full time/ Part time	Permanent or temporary	Reason for leaving

Please continue on a separate sheet if necessary, giving page number and section heading

Membership of Professional Bodies

Please give details of Professional memberships that you hold relevant to this post

Name of Professional Body	Level of Membership	Was entry by exam



Part 3. Educational, Technical and Professional Qualifications

Please give details of all qualifications held, stating name of awarding / professional body in full including attainment level

Dates attended	Name of awarding / professional body (include place of study where appropriate)	Title & Level of qualification	Grade (if appropriate)

Please continue on a separate sheet if necessary, giving page number and section heading

Do you have qualified Teacher status? Yes / No (Please circle the appropriate answer)
If yes, please quote your DFEE/DFE/DES Reference number:

Have you registered with the Institute for Learning? Yes / No (Please circle the appropriate answer)
If yes, please quote your Institute for Learning membership number:

Personal Development

Please give details of course attendance, memberships, voluntary work or responsibilities you consider to be relevant (with outcomes where applicable)

Please continue on a separate sheet if necessary, giving page number and section heading



Part 4. Additional Information

Referring to the job description and person specification please provide details on what you can bring to the role, ensuring that you provide examples (from your professional or personal experience) and also explain your reasons for applying for this vacancy.

Please continue on a separate sheet if necessary, giving page number and section heading



Part 5. References

Please provide details of employment references spanning 5 years, the first reference must be your present or last employer (we reserve the right to take up any reference from previous employers) or if you are leaving education for the first time, your school/college/university tutor covering the last 3 years. All referees should know you well and be able to comment upon your ability to meet the person specification criteria for the post that you are applying for. Please supply details of any gaps in your employment history.

Current or most recent employer		Second Referee		Third Referee	
Dates covered:		Dates covered:		Dates covered:	
From:	To:	From:	To:	From:	To:
Name:		Name:		Name:	
Position Title:		Position Title:		Position Title:	
Address:		Address:		Address:	
Postcode:		Postcode		Postcode	
Contact Tel No:		Contact Tel No:		Contact Tel No:	
Email:		Email:		Email:	
I do / do not give permission to take up my references prior to an offer of employment being made. (Delete as appropriate)		I do / do not give permission to take up my references prior to an offer of employment being made. (Delete as appropriate)		I do / do not give permission to take up my references prior to an offer of employment being made. (Delete as appropriate)	

If further references are to be included over the 5 year period, please continue on the separate references continuation sheet.

Part 6. Data Protection Statement:

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information. We may also use the information if there is a complaint or a legal challenge relevant to this recruitment process.

We may check the information with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

If your application is not successful then this application and details relevant to this recruitment process will be kept for a period of one year after which it will be confidentially destroyed.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Information Commissioner.

Part 7. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from selection, OR, if appointed, may result in my dismissal. I am aware that a criminal records bureau (CRB) disclosure will be required in the event that my application is successful. I understand that a criminal record will not necessarily be a bar to obtaining a position within the College in accordance with the Rehabilitation of Offenders Act 1974. The College has notified me that I can request a copy of the CRB policy from the HR Department. I have completed the CRB Disclosure form available on the College's website.

Signed:

Date:

Please return your completed application form to:

Human Resources, Stroud College, Stratford Road, Stroud, Gloucestershire, GL5 4AH





DECLARATION FORM

Post applied for:

Name (BLOCK CAPITALS)
(Please provide details of all other names known as or previously used)

Date of Birth (to allow the college to carry out a BARRED LIST 99 check)

Before you can be considered for a post at Stroud College we need to be satisfied about your eligibility to work within a Further Education College.

You must declare all convictions, including spent convictions and motoring offences but not parking offences (see over).

If you give false or withhold information your application may be rejected, or if appointed you may be dismissed without notice.

You must tell the HR Manager immediately if you are charged with an offence after you complete this form and before you take up any job offered as a result of your application.

You must sign and date this form.

Please tick the box that applies

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Have you ever been convicted or found guilty of an offence by any Court, in the United Kingdom or abroad, or by any Court-Martial? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been issued with a caution, reprimand, warning for an offence by the police or other authorised body? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been charged with any offence which is still pending? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is Yes, please give full details below or in a sealed envelope marked for the attention of the HR Manager.

Answering "Yes" to any of the questions will not necessarily prevent you from being appointed, as each case is considered on its merits.

If you are offered a post at Stroud College you must obtain an enhanced Criminal Records Bureau disclosure which is satisfactory to the College, To obtain this you must complete a form and provide certain identify and address evidence to the College, a form and details of how this is obtained will be sent out with a contract of employment.

I declare that the information given is, to the best of my knowledge and belief, true and complete. I understand that failure to declare any of the details above would be considered deception and the College would be entitled to terminate my contract without notice.

Signature Date



Why do we ask for this information?

As a Further Education College we have a responsibility to ensure that the staff we employ are suitable to be working with children and/or vulnerable adults

What if I have a conviction?

Stroud College does not impose a blanket ban on employing people convicted of particular categories of offences and considers each case on its merits.

Do I need to tell you about spent convictions?

Posts within Stroud College are exempt from the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order)1975. This means that you are legally required to tell us about all convictions including spent convictions.

Who will become aware of the conviction(s)

Stroud College has a duty under the data protection act for use and storage of sensitive personal information. The information should be declared in the first instance to the HR Manager, if relevant this will then be referred to the Senior Management Team of the College for their consideration.

Key Questions we will consider

- Is the caution or conviction a one-off or one of several? Is it old or recent? Was it committed when the person was a juvenile or an adult?
- Is the type of offence or offences relevant to the job?
- What is the context behind the offence and were there mitigating circumstances at the time the offence occurred?
- What evidence is there that you have changed?
- The person's attitude to the offence or offences?
- Did the person declare the offence or did it only become apparent from their CRB disclosure?

Will we be able to tell you what happened?

Yes, we will ask you to attend a meeting to discuss the circumstances surrounding the offence.

Barred List 99 check

A check to determine that you are able to work in an education establishment.

Who do I contact if I have a question or want more information?

Please contact the HR Department on 01453 847324

Email: recruitment@stroudcol.ac.uk

Copies of the Stroud College CRB Policy and Rehabilitation of Offenders Policy is available on our website (www.stroud.ac.uk) or from the HR department (01453 847324).



NAME:	
POST APPLIED FOR:	REFERENCE NUMBER:

This section of the form will be detached from your application and will be used solely for monitoring purposes, if you wish you can submit this form in a sealed envelope with the rest of your application

Data Monitoring

Gender (Please tick)			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Age (Please tick)			
Under 21	<input type="checkbox"/>	21-30	<input type="checkbox"/>
41-50	<input type="checkbox"/>	51-60	<input type="checkbox"/>
65+	<input type="checkbox"/>	31-40	<input type="checkbox"/>
61-65	<input type="checkbox"/>		
Do you consider yourself to have a disability?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please state the nature of the disability below			
If you wish, you may disclose information about yourself in this section:			
Religion:			
Sexual Orientation:			

Advertising Media			
Where did you hear about this role (Please tick as many as are applicable)?			
Local & National Newspapers			
Gloucestershire Echo	<input type="checkbox"/>	Gloucestershire Citizen	<input type="checkbox"/>
Stroud News and Journal	<input type="checkbox"/>	The TES	<input type="checkbox"/>
Website			
College Website	<input type="checkbox"/>	FE Jobs.com	<input type="checkbox"/>
Thisisgloucestershire.co.uk	<input type="checkbox"/>	Glosjobs	<input type="checkbox"/>
		Jobsite	<input type="checkbox"/>
Other			
Specialist Trade Journal (Please state)			
Friend or family working in the College <input type="checkbox"/>			

Ethnicity			
Asian or Asian British – Bangladesh	<input type="checkbox"/>	Mixed – White & Black African	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>	Mixed – White & any other Mixed background	<input type="checkbox"/>
Asian or Asian British – Other Asian	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	White – any other White background	<input type="checkbox"/>
Black or Black British – Other Black	<input type="checkbox"/>	Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Not Known/ Not provided	<input type="checkbox"/>
Mixed – White & Asian	<input type="checkbox"/>		

A Guide to Equal Opportunities

Stroud College draws all its employees' and students' attention to legislation which affects the right of every person to equal opportunity at work, including; The Disability Discrimination Act 1995, The Equal Pay Act 1970, The Sex Discrimination Act 1975 and the Race Relation Act 1976. Failure to comply with the legislation could render the College and in some case individuals liable to legal action. This leaflet is intended to advise staff on good employment practice and the implementation of equal opportunities at Stroud College.

The College recognises that equal opportunities is about good employment practice and the efficient use of the college's most valuable asset, its employees. Every manager and employee has a personal responsibility for the implementation of the equal opportunities policy. Any instances of doubt about the application of the policy or other questions should be addressed to the HR Department as should any requests for training arising out of this policy.

If you require any further information on our Equal Opportunities Policy please do not hesitate to contact the HR department on 01453 847324.

Thank you for your Co-operation



References Continuation Sheet

Part 5. References (Continued)

Please provide details of employment references spanning 5 years, the first reference must be your present or last employer (we reserve the right to take up any reference from previous employers) or if you are leaving education for the first time, your school/college/university tutor covering the last 3 years. All referees should know you well and be able to comment upon your ability to meet the person specification criteria for the post that you are applying for. Please supply details of any gaps in your employment history.

Fourth Referee

Dates covered:	From:	To:
Name:		
Position Title:		
Address:		
Postcode:		
Contact Tel No:		Email:
I do / do not give permission to take up my references prior to an offer of employment being made. (Delete as appropriate)		

Fifth Referee

Dates covered:	From:	To:
Name:		
Position Title:		
Address:		
Postcode:		
Contact Tel No:		Email:
I do / do not give permission to take up my references prior to an offer of employment being made.(Delete as appropriate)		

Sixth Referee

Dates covered:	From:	To:
Name:		
Position Title:		
Address:		
Postcode:		
Contact Tel No:		Email:
I do / do not give permission to take up my references prior to an offer of employment being made.(Delete as appropriate)		

If you use this continuation sheet please return this form with your completed application form.