

Thank you for your interest in working for New College Nottingham. This application pack includes useful information about our recruitment process and you should ensure you read all the guidance notes before completing your application.

We have a strong commitment to promoting equality and diversity in our recruitment and selection process. The front and back pages of this form, with your personal details, will be removed by Human Resources prior to consideration by a shortlisting panel.

Post applied for

Post Reference  Application Number  OFFICE USE ONLY

How did you become aware of this vacancy?

### Personal Details

Title Mr  Mrs  Miss  Ms  Other (eg. Dr.)

First name(s)

Surname

Known as

Address

Telephone (Home)  (Work)

(Other)  email

May we contact you at work? Yes  No  National Insurance Number

Previous surname (where applicable)

Have you worked for the College before? Yes  No

If yes, please give brief details:

Are you related to an employee or governor/board member of New College Nottingham? Yes  No

If yes, please give name and relationship to you:

Are you permitted to work in the UK in accordance with the Immigration and Asylum Act 1999? Yes  No

You must provide documentary evidence that you are entitled to work in the UK, without the need for the College to seek a work permit.

## Data Protection Statement

New College Nottingham will process the personal information provided by you in the application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 1998, to assist us in considering your application for employment and, if you become an employee, for purposes relating to your employment.

For selection purposes, your personal information will be considered by our HR services team and, where appropriate, relevant managers of the College. However, none of the sensitive information, eg. health, disability or criminal record (if any) included in this application form will be provided to the managers during the selection process (except where necessary to enable us to make arrangements for you to attend interviews). Any appointment will be subject to receipt of satisfactory references and medical clearance from our Occupational Health Advisers.

Should your application for employment be unsuccessful, your personal information will be held in our HR department for approximately one year. After this period your application form and any associated documents will be disposed of in a confidential and responsible manner.

If your application is successful, all of your personal information (including sensitive information) provided on your application form, and any information provided by you now or in the future, will form part of your personal file and will be held on our HR database. Your personal information will be processed to assist in the service and administration of the College's employment practices, eg. payroll, pension, professional development reviews, equality and diversity and other monitoring. Your line manager may also have access to your personal information to assist in line management duties, eg. Professional Development Reviews.

Should you leave the College's employment, your personal information will be retained for a period of seven years in line with HR practice, including for the purposes of providing references and dealing with queries in connection with your employment.

## Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

The post for which you are applying may involve unsupervised access to children and young persons. As New College Nottingham meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants with unsupervised access and who are offered employment will be subject to a criminal record check from the Criminal Records Bureau (CRB) before appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Have you ever been convicted of any criminal offences? Yes  No

If yes, please give details of the conviction(s) and the date(s) on a separate sheet and attach it to this form. Failure to disclose criminal offences could lead to either your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have had any criminal convictions. If you are unsure about whether to disclose a conviction, please seek the advice of HR services staff in the College.

The College is committed to adhere to the CRB's Code of Practice; a copy of this can be found on the College website, as can the College's guidance on the recruitment of ex-offenders.

## Equality and Diversity

In order to promote diversity and monitor the effectiveness of our policies in accordance with our values, best practice, the relevant Codes of Practice and our legal obligations we need to record the ethnicity, age and any disability of all current employees and applicants for employment. We would, therefore, be grateful if you would complete the details on page 11, in line with our commitment to promoting diversity.

### Further and Higher Education

Name of college/university (most recent first)	Dates attended (mm/yy)		Examination(s) taken (or to be taken)	Grade(s) achieved
	From	To		

### Secondary Education

Name of school(s)	Dates attended (mm/yy)		Examination(s) taken	Grade(s) achieved
	From	To		

### Membership of Professional Bodies

Name of body	Date of membership		By examination (yes or no)	Level or grade of membership
	Months	Year		

### Current or most recent employer

Name of employer

Address

  


Your job title/position

Principal duties and responsibilities

Dates employed

From (dd/mm/yy)  To (dd/mm/yy)  (Leave blank if current)

Reason for leaving

Final salary (including details of bonuses, if applicable)

Notice period

### Previous employers (most recent first)

Name of employer

Address

Your job title/position

Principal duties and responsibilities

Dates employed

From (dd/mm/yy)  To (dd/mm/yy)

Reason for leaving

Name of employer

Address

Your job title/position

Principal duties and responsibilities

Dates employed

From (dd/mm/yy)  To (dd/mm/yy)

Reason for leaving

Name of employer

Address

Your job title/position

Principal duties and responsibilities

Dates employed

From (dd/mm/yy)  To (dd/mm/yy)

Reason for leaving

**Apply the requirements of the Person Specification here**

The sections that follow are for you to write any information you think will support your application. We are looking for evidence that you have the skills, abilities, knowledge and experience needed to perform the job you are applying for. **The information you provide should relate to the information outlined in the Job Description and clearly address the criteria set out in the Person Specification sent to you with this application form.** The Panel will shortlist applications in line with the Person Specification match.

Please use the space below to demonstrate how you meet each of the requirements on the Person Specification.

**Experience**

If necessary, please continue on a separate sheet, headed 'Experience', and attach it to this form.

**Skills/Abilities**

**Training/Continuous Professional Development (CPD)**

If necessary, please continue on a separate sheet, headed 'Training/CPD', and attach it to this form.

**Other Attributes**

If necessary, please continue on a separate sheet, headed 'Other Attributes', and attach it to this form.

## Teaching/Assessing Qualifications and Experience

If you are applying for an academic position (eg. lecturer, trainer or assessor) this section must be completed. If you are not applying for an academic position but hold any such teaching or assessor qualifications, we ask that you also complete this section. Not all applicants are expected to possess the qualifications below – please refer to the Person Specification.

**Do you hold a teaching qualification, either QTS or QTLS?**

Yes No 

If yes, what is your teacher reference number?

Is your teaching qualification:

Primary Secondary Further Education/Post Compulsory 

**What are your teaching qualifications?**

PGCE/Cert.Ed

Please identify any other teaching qualifications you hold, and the level, eg. subject specialists

Teaching Qualification	Level

**Are you registered with the Institute for Learning?**

Yes No 

If yes, what is your reference number?

**What are your assessor/verifier qualifications?** (Please tick (✓) appropriate box(es))

A1 V1 V2 D32/33 D34 D35 D36 

If you are studying/working towards a teaching/assessor qualification, please state which qualification and the expected completion date

Qualification	Completion Date

**Do you have experience in the Skills for Life area?**

Yes No 

If yes, please indicate subject area and the level

Subject Area	Level

**Do you have experience of training in a commercial environment?**

Yes No 

**Training experience:** Please indicate the level, training area and responsibility

## This page to be completed by part-time teaching, instructor, assessor or trainer applicants only

### Nature of work required

**Which subjects would you like to deliver?** Please list the subjects or skills you would like to teach or assess and tick (✓) the appropriate level:

Subject/Skills	Pre-Entry Level	Entry Level	Level 1	Level 2	Level 3	Level 4	Other (Please state)
eg. French	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*For the purpose of the above section we use six levels of the national framework:*

- Pre-Entry Level eg. LLDD, Supported Learning Environment
- Entry Level eg. Basic Skills, ESOL
- Level 1 eg. GNVQ Foundation, Pre GCSE, Basic Skills (literacy, numeracy and ESOL), NVQ1
- Level 2 eg. GCSE, NVQ2, SVQ2, GNVQ Intermediate
- Level 3 eg. 'A' Level, NVQ3, SVQ3, Advanced Certificate in Vocational Education (AVCE), BTEC National, City and Guilds Advanced Craft
- Level 4 eg. first degree level, HNC/D, PGCE, Foundation Degree

**Which College campus would you prefer to work at?** (Please tick (✓) relevant box(es))

<b>ncn</b> Basford Hall <input type="checkbox"/>	<b>ncn</b> Berridge Centre <input type="checkbox"/>	<b>ncn</b> City (Adams Building) <input type="checkbox"/>
<b>ncn</b> City (Bath Street) <input type="checkbox"/>	<b>ncn</b> Clarendon <input type="checkbox"/>	<b>ncn</b> Community Venues <input type="checkbox"/>
<b>ncn</b> High Pavement Sixth Form College <input type="checkbox"/>		<b>ncn</b> Hucknall <input type="checkbox"/>

**Which days of the week are you available to work?** (Please tick (✓) relevant box(es))

Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
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**When are you available to work?** (Please tick (✓) relevant box(es))

Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekends <input type="checkbox"/>	Term-time only <input type="checkbox"/>
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**What type of work do you require?** (Please tick (✓) relevant box(es))

Lecturing/Teaching Role <input type="checkbox"/>	Trainer/Assessor <input type="checkbox"/>	Facilitator/Invigilator <input type="checkbox"/>
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## Equality and Diversity

Responses will be treated in the strictest confidence and this section will be held separately from individual employment records. The information you provide will form a confidential database which will be used for *statistical analysis only* and help evaluate progress towards improvements in the College's Equality and Diversity Strategy.

Date of Birth       (eg. 31 01 58)

**What is your ethnic origin?**

<p><b>White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Other White background – please specify:</p> <input style="width: 250px; height: 20px;" type="text"/>	<p><b>Mixed</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Other Mixed background – please specify:</p> <input style="width: 250px; height: 20px;" type="text"/>	<p><b>Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other Asian background – please specify:</p> <input style="width: 250px; height: 20px;" type="text"/>
<p><b>Black or Black British</b></p> <p><input type="checkbox"/> Black Caribbean</p> <p><input type="checkbox"/> Black African</p> <p><input type="checkbox"/> Other Black background – please specify:</p> <input style="width: 250px; height: 20px;" type="text"/>	<p><b>Chinese or other ethnic group</b></p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other background – please specify:</p> <input style="width: 250px; height: 20px;" type="text"/>	<p><b>Nationality</b></p> <p>Please specify your nationality:</p> <input style="width: 250px; height: 20px;" type="text"/>

As an employer, **ncn** is committed to ensuring disabled people are treated fairly and well, are supported at work and enabled to carry out their role effectively. The Disability Discrimination Act 1995 defines disability as 'a *physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities*'. This may include something you may not personally have considered to be a disability, or perhaps you simply did not wish to disclose as you considered it of little adverse impact on your daily life, eg:

<input checked="" type="checkbox"/> Epilepsy	<input checked="" type="checkbox"/> Dyslexia	<input checked="" type="checkbox"/> Mobility difficulties	<input checked="" type="checkbox"/> Mental health illness
<input checked="" type="checkbox"/> Arthritis	<input checked="" type="checkbox"/> Diabetes	<input checked="" type="checkbox"/> Heart disease	<input checked="" type="checkbox"/> Hearing/visual impairment

To help us measure our recruitment policies and practices, we seek to record whether applicants for employment have a disability of some form, no matter how significant. We would, therefore, be grateful if you would complete the details below in line with our commitment to promoting this aspect of diversity. **Providing information on your disability will in no way have a detrimental impact on your application or the selection process; indeed, the shortlisting/selection panel will not have these details unless you ask that we make an adjustment for your interview.**

Within the context of the above explanation, do you consider yourself to have a disability?    Yes     No

If 'Yes', please provide general details

Do you think you will require the College to make any reasonable adjustments for attendance at interview?    Yes     No

If 'Yes', please provide details of the adjustments required

## Health

Please give the number of working days lost through sickness in the last 24 months:  
This will be verified with references upon appointment.

## References

Please provide details below of referees. **Both referees should be relevant and where possible from your current or most recent employer(s).** Where it is not possible to obtain an employer's reference you should provide details of a person who is able to comment on your work performance and integrity. You may also use a school/college/university/voluntary sector referee if more appropriate to your circumstances.

**Please note it is College policy to only take up references *after* interview.** The College will not normally seek references before interview unless with your prior permission.

Both referees should be relevant and where possible from your current and most recent employer(s).

Reference 1	
Name of employer	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Organisation	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>
Mobile/fax number	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
email	<input style="width: 100%;" type="text"/>
Relationship to you	<input style="width: 100%;" type="text"/>

Reference 2	
Name of employer	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Organisation	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>
Mobile/fax number	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
email	<input style="width: 100%;" type="text"/>
Relationship to you	<input style="width: 100%;" type="text"/>

## Declaration

I declare that to the best of my knowledge and belief, all the statements and information given in this form are true and complete, and that I have not withheld any material fact. I understand that any appointment will be made on the basis that the information given on this form is true and correct. I understand that if I have failed to disclose information, or have given incorrect information, this may result in an offer of appointment being withdrawn, or in disciplinary action or dismissal at a later date.

I consent to the College obtaining information or references from any present or previous employers, or any other company or institution which the College considers appropriate. I also consent to those previous employers releasing information about my sickness absence while in their employment for the purpose of those references.

I have read and understood the Data Protection statement and consent to the College processing my personal information as described in that section.

Signature  Date

**If you are completing this form on-line then you will be asked to sign here if offered the role.**