

# Application Form

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, along with your personal details, will be removed by Human Resources (HR) 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 Advisors.

Should your application for employment be unsuccessful, your personal information will be held in our HR department for approximately six months. 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 people. 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 including cautions, reprimands or warnings?

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.

### Safeguarding Vulnerable Groups Act 2006

I declare that I am not on the Adults Barred List (previously POVA) or Childrens Barred List (previously List 99, Section 142 and POCA), disqualified from working with children, young or vulnerable adults or subject to sanctions imposed by a regulatory body eg. Institute for Learning (IfL) or General Teaching Council (GTC).

Signed

### 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	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
Your job title/position	<input type="text"/>	
Principal duties and responsibilities	<input type="text"/>	
Dates employed	From (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave blank if current)
Reason for leaving	<input type="text"/>	
Final salary (including details of bonuses, if applicable)	<input type="text"/>	Notice period <input type="text"/>

### Full Employment History (most recent first)

Name of employer	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
Your job title/position	<input type="text"/>	
Principal duties and responsibilities	<input type="text"/>	
Dates employed	From (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	

Name of employer	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
Your job title/position	<input type="text"/>	
Principal duties and responsibilities	<input type="text"/>	
Dates employed	From (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	

Name of employer	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
Your job title/position	<input type="text"/>	
Principal duties and responsibilities	<input type="text"/>	
Dates employed	From (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	

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

**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 criteria.

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**

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

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

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

**Other Attributes**

Empty space for recording other attributes.

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

## 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. Responses will be treated in the strictest of confidence and 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 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: 100%; 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: 100%; 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: 100%; 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: 100%; 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: 100%; height: 20px;" type="text"/>	<p><b>Nationality</b></p> <p>Please specify your nationality:</p> <input style="width: 100%; height: 20px;" type="text"/>

As an employer, **ncn** is committed to ensuring disabled people are treated fairly and well, are supported at work and able 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:

## 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 the College's policy to only take up references *after interview*.** The College will not normally seek references before interview without your prior permission.

Reference 1	
Name	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Position	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Organisation	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Address	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Telephone	<input style="width: 80%;" type="text"/>
Mobile/fax number	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Email	<input style="width: 80%;" type="text"/>
Relationship to you	<input style="width: 80%;" type="text"/>

Reference 2	
Name	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Position	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Organisation	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Address	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Telephone	<input style="width: 80%;" type="text"/>
Mobile/fax number	<input style="width: 80%;" type="text"/>
	<input style="width: 80%;" type="text"/>
Email	<input style="width: 80%;" type="text"/>
Relationship to you	<input style="width: 80%;" type="text"/>

## Declaration

I declare that to the best of my knowledge and belief, all the statements and information given on 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	
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**If you are completing this form online then you will be asked to sign here if offered the role.**