

Employment History (most recent first)

| Employer (please give full name and address) | Job Title | Dates | | Reason for change |
|--|-----------|-----------------|---------------|-------------------|
| | | From (MM/YY) | To (MM/YY) | |
| | | | | |

Continue on separate sheet if necessary

EDUCATION AND TRAINING

Secondary Education

| Dates | | School(s) Attended | Qualifications gained | Grade |
|-------|----|--------------------|-----------------------|-------|
| From | To | | | |
| | | | | |

Further/Higher Education

| Dates | | Full or part time course | Name of Institution | Qualification gained | Grade |
|-------|----|-----------------------------|---------------------|----------------------|-------|
| From | To | | | | |
| | | | | | |

Teacher Training Details (if appropriate)

| | |
|---|----------------|
| Primary/Secondary/Further (please delete) | Date qualified |
| Qualification gained | |
| Main teaching subject(s) | |
| Subsidiary subject(s) | |
| Age range for which trained | Levels offered |

Professional and Vocational qualifications

| Training provider and course undertaken | Qualification gained | Full or part time | Dates | |
|--|----------------------|-------------------|-------|----|
| | | | From | To |
| Continue on a separate sheet if necessary. | | | | |

Membership of Professional Bodies

| Name of body/organisation | Type of membership | Date obtained |
|---------------------------|--------------------|---------------|
| | | |

SKILLS AND EXPERIENCE

Please detail why you are interested in the post and clearly specify the skills and experience you can bring to this role. In doing so please ensure you address the criteria contained in the person specification.

Continue on a separate sheet if necessary.

REFERENCES

Please provide details of two referees below. One of the referees must be your present or most recent employer:

Present/most recent employer:

Name _____

Position _____

Capacity in which known to you _____

Address _____

Name _____

Position _____

Capacity in which known to you _____

Address _____

Post Code _____

Telephone No. _____

Do we have your permission to approach this person to obtain a reference YES/NO

Post Code _____

Telephone No. _____

Do we have your permission to approach this person to obtain a reference YES/NO

GENERAL INFORMATION

Do you have a current driving licence? Yes/No

Do have access to a car for work purposes? Yes/No

If you are related to any College Corporation Member or to a member of the Senior Management Team please provide details

PROTECTION OF CHILDREN & VULNERABLE ADULTS:

This post will potentially have contact with children and vulnerable adults and as such a satisfactory disclosure from the Criminal Records Bureau (CRB) is required as a condition of any offer of employment.

HEALTH/MEDICAL DETAILS

Prior to formal appointment applicants will be required to complete a pre-employment medical questionnaire, which is a confidential statement of medical history, and may be required to undergo a medical examination.

DATA PROTECTION ACT

The Information you provide on this form will be used for recruitment and selection purposes only. If your application is not successful your details will be confidentially stored for a period of six months. If you require access to this information, or wish to request that it is not retained, please contact the Human Resources team.

If your application is successful your personal details will be confidentially retained and will be used only for matters relating to your employment.

DECLARATION

I declare that to the best of my knowledge, the information contained on this form is true and accurate. I understand that should my application be successful and it is subsequently discovered that information has been falsified, disciplinary action may be taken against me which may include dismissal from the College.

Signed: _____

Date: _____

Your application should be returned by the date specified to:

The HR Department
Castle College Nottingham
Beeston Campus
High Road
Beeston
Nottingham
NG9 4AH

Tel: 0115 9175 455 (24 hour answer phone)



INVESTOR IN PEOPLE

Reference No:

RECRUITMENT AND SELECTION MONITORING INFORMATION

We are committed to the fair and equal treatment of potential and existing employees irrespective of race, colour, nationality, ethnic or national origin, religion, age, disability, gender, sexual orientation, marital status, ex-offending background or any other potentially discriminatory factor.

To help us monitor the effectiveness of our recruitment and selection process please complete the following information.

This will be detached from your application before shortlisting and is not part of the selection process.

1. Where did you see the advertisement for this post?

2. Date of birth/...../.....

Please tick as appropriate:

3. Gender

Male

Female

4. Age

Under 16

16 - 25

26-35

36-45

46 -55

56 and over

5. Do you have a disability

YES

NO

6. Racial group

Which of the following best describes your racial group?

A. Asian or Asian British

Bangladeshi

Indian

Pakistani

Any other Asian background (please specify)

continued overleaf...

B. Black or Black British

- African
- Caribbean
- Any other Black background (please specify)

C. Chinese

- Chinese

D. Mixed

- Asian and White
- Black African and White
- Black Caribbean and White
- Any other mixed background (please specify)

E. White

- British
- Irish
- Any other White background (please specify)

F. Other Racial Group

- Any other (please specify)

Recruitment Appeals Procedure

The college operates a recruitment appeals procedure. If you consider that you have been unfairly treated by the selection process please send details including post title, location, reference number and an outline of your complaint within 14 days of the outcome of the selection decision to:

Human Resources Director
Castle College Nottingham
The People's Campus
Maid Marian Way
Nottingham
NG1 6AB