

**CONFIDENTIAL**

# Application for Employment

**KINGSBRIDGE COMMUNITY COLLEGE**

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic, or national origins, sex, religion, marital status, sexual orientation or disability.

**Thank you for your application.**

**Please complete in clearly written or typed black ink. Continue on separate sheet where necessary.**

Post applied for: \_\_\_\_\_ Vacancy No: \_\_\_\_\_

Candidate No: \_\_\_\_\_

Grade: \_\_\_\_\_

Location: Kingsbridge Community College Closing date: \_\_\_\_\_

## PERSONAL DETAILS

First name(s) \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Tel. No. (inc. STD code): \_\_\_\_\_

\_\_\_\_\_ Evening Tel. No. (inc. STD code): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## EMPLOYMENT HISTORY Present/most recent post

Name and address of employer: \_\_\_\_\_

Job/title: \_\_\_\_\_ Grade: \_\_\_\_\_

Date from/to: \_\_\_\_\_ Salary/Other benefits: \_\_\_\_\_

Major duties/responsibilities:

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Reason for seeking new position/leaving:

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Period of notice/date available to start: \_\_\_\_\_

Is your present post your sole regular employment? Yes  No

Start date in Local Government\*: \_\_\_\_\_

Name of Local Authority where probationary period completed\*: \_\_\_\_\_

(\*Applies to existing local government employees only).





# PROFESSIONAL MEMBERSHIP

Name of professional body:	Grade of membership and whether by examination:	Date:
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# ADDITIONAL INFORMATION

Where did you see the advertisement for this post? \_\_\_\_\_

Dates when you are unavailable for interview (e.g. holidays): \_\_\_\_\_

Do you, or your partner or family have any interests (financial, professional or otherwise) that may conflict with your Devon County Council employment?\*

Yes  No  (If yes, attach details)

Do you have a full driving licence? Yes  No

Do you have use of a car? Yes  No

Do you have any current endorsements:  
(If yes, attach details) Yes  No

Do you require a work permit? Yes  No

Are you related to a Member or Senior Officer of the Council\* Yes  No

If yes, name of Member or Senior Officer and relationship:

(\*Failure to disclose this information may disqualify you from the post).

# REFERENCES

Please give details of **two** referees covering the last 5 years of your employment history. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people. References for shortlisted candidates will be taken up before the interview unless you request otherwise.

(i) Current/most recent employer\*

(ii) Second referee:

Name:	Name:
Address:	Address:
Email address:	Email address:
Tel. No:	Tel No:

Relationship:	Relationship:
How long have they known you?	How long have they known you?

(\*Or alternative referee where not available).

## DISABILITY DISCRIMINATION ACT 1995

Kingsbridge Community College welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.”

Do you have a disability?                      Yes        No   

Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process.

If you require assistance at any stage of the process please contact the Appointing Officer or Personnel Section or provide details below:

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## SUPPORTING STATEMENT

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the post and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you available for the post
- Details of any voluntary work, relevant leisure activities, contact with particular groups, e.g. elderly people or children
- Reasons for applying and the contribution you feel you will make to the post

**PLEASE LEAVE THIS SECTION BLANK AND COMPLETE SEPARATE LETTER OF APPLICATION AS SPECIFIED IN THE JOB DETAILS OF THIS POST**

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## REHABILITATION OF OFFENDERS ACT 1974

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

We are committed to safeguarding and promoting the welfare of children. All posts are subject to Enhanced Criminal Records Bureau disclosure.

A criminal record will not necessarily be a bar to appointment. Suitable applicants will not be refused jobs because of offences that are not relevant to the job.

Completed disclosure forms will be kept as secure and confidential information and in most cases will be shredded within one month. Where an appeal has been submitted they will be shredded within 6 months.

## DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice. I understand that all payments will be made by direct credit transfer to a Bank/Building Society/Post Office Giro account. If appointed, I will give details of my account on a Bank Credit details slip.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form as indicated in the advertisement or otherwise instructed.*

Submitting this completed application form electronically signifies your acceptance of the above declaration. If appointed you will be requested to sign a printed copy of this form.

## DATA PROTECTION ACT

Information held by Kingsbridge Community College complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the 'Personal Details' section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments of Devon County Council as required for security and administration of payroll purposes.