Staff ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( for office use) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Application Form 101**

**PART A:** Declaration ON PERSOnAL INFORMATION.

Title: (e.g: Miss/ Mrs/Mr/Dr/Prof)

First Name:

Surname:

NI: \_ \_ \_ \_ \_ \_ \_ \_ \_

FEMALE

MALE

**Marital status:** SINGLE, MARRIED, DIVORCED, WIDOW, WIDOWER(Please circle as appropriately)

Date of Birth: Day: Month Year (e.g. Day:19 - 04: Year: 1974)

State Nationality:

NO

YES

Do you require a work permit to work in the UK ? You may be asked for relevant proof on reply by the college.

I agree that the application information I have given in this form are correct otherwise my application will be invalid.
Signature: Date:

**PART B: WHAT POSITION ARE YOU APPLYING FOR? (tick otherwise leave blank)**

1. Teaching and assessor position......................................................................
2. Administrative position in Human Resource................................................
3. General administrative or for online services work......................................

State any other position you may have responded via adverts or discussed with the Principal:

**PART C:** PREVIOUS EMPLOYMENT AND CURRENT WORK

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **Reason For Leaving** | **Dates** |
|  |  |  |  |
|  |  |  |  |

YOU MAY ADD ADDITIONAL PAGES.

**PART D:** About your relevant experience that relates to the job applying for

**PART E:** EDUCATIONAL BACKGROUND AND RELEVANT TRAINING
Start with the Highest Education, even if you obtained it recently. (you can add pages if need be)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **Courses or Subject** | **Level of Attainment**  | **Year** |
| Example: KITWE BOYS SEC SCHOOL | Maths, English, GeographyAccounts,Biology,Chemistry,Physics. | ‘O’ Level Certificate (Distinction) | 1985 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |   |  |  |
|  |  |  |  |

**PART F:** INTERESTS AND HOBBIES

**PART G: SATE HOW MANY TIMES YOU HAVE BEEN ABSENT FROM WORK IN THE LAST 12 MONTHS**

**PART H:** Circle as appropriately).

Have you got any criminal convictions? (This does not include driving offenses such as speeding and parking tickets) YES/ NO

Have you got any pending sentences YES/ NO

If Yes to all the above please disclose below:

Please state here:

As part of the equal opportunities and safeguarding policies information collected is used for such purposes. It does not imply a refusal, but discretion in selection for admission will be carried out.

**PART I:** CONTACT INFORMATION

Your Residential Address:

Post Code

Your Telephone number:

Name:

**Next of kin:**

Address:

Post Code

Tel: number:

Relationship

**PART J:** DO YOU HAVE A DRIVING LICENSE----------YES/NO**.**

**PART J: TWO NAMES OF TWO SEPERATE REFEREES:**

1. Work Referee (Your last job or current Job your manager or supervisor)
Name of referee: .......................................................................................................
Work telephone number: ..........................................................................................

Job Title of the referee: .............................................................................................

Work Place Name and Address: .....................................................................................................................................

.....................................................................................................................................

Email address: .............................................................................................................

1. Any other character referee
Name of referee: ..........................................................................................................

Status of the referee (E.G Religious minister, colleague, family member, etc): .............................................................................................................................

Telephone number:.......................................................................................................

Address: ........................................................................................................................

.......................................................................................................................................

Email address: ...............................................................................................................

**Note:** When we receive your application and if it is of interest to us depending on the information you provide, we will invite you to an interview. Please complete the attached equal opportunities monitoring form.

THANK YOU FOR APPLYING.