

**VARNDEAN COLLEGE
 APPLICATION FOR EMPLOYMENT**

Please complete this form in black ink or type. Continue on a separate sheet if necessary. You should read our guidance notes on applying for jobs at Varndean College before completing this form.

PERSONAL DETAILS

Post applied for:	
Surname:	First name(s):
Address:	
Postcode:	
Home tel. no:	Do you require a work permit to work in the UK? Y / N
Work tel. no:	Do you have a current driving licence? Y / N
Mobile tel. no:	<i>For teaching posts only:</i>
Email address:	Are you a qualified teacher? Y / N
If yes, please give your teacher's DfE no:	

CURRENT OR MOST RECENT EMPLOYMENT

Name and address of employer:	
Post held:	Annual salary:
Date of appointment:	Date of leaving (if applicable):
Full-time or part-time: If p/t, hrs per week:	Period of notice required:
Brief description of current duties and responsibilities:	
Reason for leaving:	

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)

From: (D/M/Y)	To: (D/M/Y)	Name of employer:	Full- or part-time:	Job title and main role:

EDUCATION AND TRAINING

Education from secondary school onwards

From: (D/M/Y)	To: (D/M/Y)	Full- or part-time	School/college/university attended:	Courses/subjects:	Qualifications obtained:

Other training and professional qualifications		
Date awarded:	Organising body and course title:	Qualifications obtained:

Membership of professional or vocational bodies		
Date joined:	Name of body:	Type of membership:

INFORMATION IN SUPPORT OF YOUR APPLICATION
(Please continue on a separate sheet if necessary)

Please provide evidence of the extent to which you meet each of the selection criteria specified for the job. Describe how your knowledge, experience, skills and abilities meet the requirements of the job description and person specification by giving clear examples.

REFERENCES

Please provide details of two relevant referees, one of whom must be your current or most recent employer. The other should be someone known to you in a professional capacity. Personal references are not acceptable.
References will normally be requested prior to interview for all those shortlisted.

Name:	Name:
Position held:	Position held:
Work relationship:	Work relationship:
Address:	Address:
Postcode:	Postcode:
Tel. number:	Tel. number:
Email:	Email:
May we contact this referee prior to interview? Y/ N	May we contact this referee prior to interview? Y/ N

DISCLOSURE OF CRIMINAL BACKGROUND

Before any person is appointed, the College has a duty to process an Enhanced Disclosure through the Disclosure and Barring Service to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it undesirable for the person to work with children or young people. Because of the nature of this post, you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974.

Do you have any criminal convictions, including spent and unspent cautions, bindovers or prosecutions pending?
YES / NO

If yes, please give details on a separate sheet.

Are you currently, or have you ever been the subject of an investigation or enquiry by the police, or a statutory agency or any other body, into abuse or neglect of a child or vulnerable adult, or other inappropriate behaviour?

YES/NO

DECLARATION

I declare that the information provided on this form is complete and correct. I understand that providing false or misleading information will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice.

I agree to Varndean College obtaining, retaining and processing personal data contained in this form in accordance with the Data Protection legislation in force at the time.

SIGNED: DATE:

VARNDEAN COLLEGE

CONFIDENTIAL EQUAL OPPORTUNITIES MONITORING FORM

We are committed to our equality and diversity policies to ensure that all applicants are treated on the basis of their merits and abilities and that unfair and unlawful discrimination is eliminated. To help us monitor our recruitment and selection processes in relation to our equalities responsibilities, we ask for your co-operation in completing this form.

The information provided here will be separated from the application form at the time it is received and will not be made available to those persons assessing candidates and making appointments. The information provided will be treated in strictest confidence and will only be used for purposes of monitoring.

Post applied for:

PERSONAL DETAILS

Surname:	First name(s):	Title:
Nationality:	National Insurance No:	
Date of birth:	Gender or gender identity:	Male <input type="checkbox"/> Female <input type="checkbox"/>

DISABILITY

Disability is defined in the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability or long-term health related issue? Yes No

If yes, please indicate which of the following is most appropriate to you:

<input type="checkbox"/>	Specific learning disability	<input type="checkbox"/>	Mental health condition
<input type="checkbox"/>	General learning disability	<input type="checkbox"/>	Long standing illness or health condition
<input type="checkbox"/>	Deaf or serious hearing impairment	<input type="checkbox"/>	Cognitive impairment, e.g. autistic spectrum disorder
<input type="checkbox"/>	Blind or serious visual impairment	<input type="checkbox"/>	Prefer not to state
<input type="checkbox"/>	Physical impairment or mobility issues	<input type="checkbox"/>	Other type of disability – please specify below:



We are a holder of the Disability Confident Employer symbol and guarantee an interview to disabled applicants who meet the essential criteria of a post. We may, therefore, need to disclose the fact that an applicant has indicated he/she has a disability.

If you consider yourself to have any disabilities, please state any arrangements you would like us to make to assist you if you are invited for interview:

SEXUAL IDENTITY: Please tick one of the boxes below

<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Heterosexual
<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say

RELIGION: Please tick one of the boxes below

<input type="checkbox"/>	Atheist	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other (please specify below)

ETHNIC ORIGIN: Please tick one of the boxes below	
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background
Chinese or Chinese British <input type="checkbox"/> Chinese	Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other European <input type="checkbox"/> Any other White background	Other ethnic background (please specify) <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

Where did you see this post advertised?				
<input type="checkbox"/>	National media (e.g. TES etc)	<input type="checkbox"/>	Varndean College website	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/>	Local media (e.g. The Argus, Friday Ad etc)	<input type="checkbox"/>	Recruitment website	

PLEASE RETURN YOUR COMPLETED FORM TO:

The Human Resources Department, Varndean College, Surrenden Road, Brighton, East Sussex, BN1 6WQ
 Tel: 01273 546637 Fax: 01273 542950 Email: hr@varndean.ac.uk

Thank you for your interest in the college. We regret that it is not possible to write to unsuccessful applicants. If you do not hear from us within 4 weeks of the published closing date, please assume that you have been unsuccessful.

FURTHER DETAILS ABOUT VARNDEAN COLLEGE CAN BE FOUND ON OUR WEBSITE AT <http://www.varndean.ac.uk>

Varndean College is committed to safeguarding and promoting the welfare of all learners and expects all staff and volunteers to share this commitment.