



# APPLICATION FOR APPOINTMENT OF SUPPORT STAFF

South Downs College



INVESTOR IN PEOPLE

This form should be completed in black ink or typewritten

APPLICATION FOR APPOINTMENT AS .....

## 1. PERSONAL DETAILS

Surname .....  
First names (in full) .....  
Present address .....  
.....  
Postcode .....  
Mobile number ..... Telephone number .....  
National Insurance Number ..... E-mail address .....

## 2. EDUCATION POST 16

Secondary School, College, University	Full or Part-Time	From Month / Year	To Month / Year

## 3. QUALIFICATIONS

**Qualifications Obtained** (School examinations, City&Guilds, NVQs, degrees, diplomas, professional examinations etc.)

**NOTE. Verification of Qualifications will be required from shortlisted applicants at interview.**

Qualification With level or class	Awarded by	Period of study and date of award

Staff:

Payroll:



\* A P S 1 \*

**4. MEMBERSHIP OF PROFESSIONAL BODIES** (if applicable)

Name of body	Grade	Date

**5. PRESENT EMPLOYMENT**

Employer's name .....	Position held .....
Address .....	Date appointed .....
.....	Present Salary .....
Postcode .....	Work Telephone Number .....
Department (if applicable) .....	<b>What is the earliest date on which you could take up this appointment?</b> .....

**6. PREVIOUS EMPLOYMENT**

**Most recent employment first** - Please list **full** working history since leaving education including any gaps as failure to do so may prevent us from shortlisting you. Please continue on a separate sheet if necessary.

Employer's name and address	Position held	From Month / Year	To Month / Year	Reason for leaving

## 7. FURTHER INFORMATION

Please give details of all experience relevant to the advertised post and in particular your experience in relation to the areas identified in the job description. Include details of any short training courses attended. Please also use this section if you wish to provide details of unpaid work (for example: in the voluntary sector) by which you have obtained experience or skills relevant to the job vacancy.

Continue on additional pages if necessary...

## 8. REFERENCES

Please give two referees, one of whom should be present employer (or last, if unemployed). References will **NOT** be accepted from relatives or from people writing solely in the capacity of friends.

Name .....	Name .....
Position .....	Position .....
Address .....	Address .....
.....	.....
.....	.....
Postcode .....	Postcode .....
Office telephone number .....	Office telephone number .....
E-mail address .....	E-mail address .....
<b>REFERENCES WILL BE TAKEN UP IF SHORTLISTED AND BEFORE INTERVIEW.</b>	

## 9. REASONS FOR APPLYING FOR THIS POST

## 10. LEISURE ACTIVITIES (please include membership of clubs and societies).

## 11. MISCELLANEOUS

If you are related to any member of staff at the establishment to which you are applying, please state name(s)  
.....

Where did you see the advertisement? .....

## 12. EMPLOYMENT CHECKS

Because the employment for which you are applying with the privileged access it gives to children, is exempt under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, it will be necessary, in the event of you being appointed, for the College to check with the Criminal Records Bureau as to whether you have a criminal record and your signature at the end of this form will be regarded as signifying your agreement that this may be done. To assist in this process please provide the following information.

**Have you been convicted of any criminal offences or received any cautions? YES / NO**

**Have you been disqualified from working with children, subject to sanctions imposed by a regulatory body, for example. the GTC, IfL or other regulatory body, or are you on LIST 99? YES / NO**

If **YES**, please give details of the conviction(s) and caution(s) and the date(s) on a separate sheet and attach it in an envelope with this form marked **"CONFIDENTIAL"** to the College Secretary.


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I consent to the recording and processing of information on this form or otherwise collected about me for the purposes of considering me for employment. I consent to the College disclosing all such data to the relevant government departments and agencies, the Criminal Records Bureau and other appropriate organisations for the purposes of assessing my application, detection of fraud or for the purposes of collection and analysis of statistical data. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998. I confirm that the information on this form is correct and complete to the best of my knowledge and belief, and understand that incorrect or misleading information may invalidate any offer or employment or render me liable to disciplinary action.

Signature of Applicant ..... Date .....

**Please return this form, duly signed, to the named contact in the relevant advertisement by the closing date. The South Downs College, College Road, Waterlooville, Hampshire PO7 8AA**

The South Downs College is committed to increasing participation in, and broadening access to, lifelong education for the benefit of individual students and the community. The pursuit of excellence and parity of esteem between all types of provision are fundamental values. The College will provide a high-quality service that aims to fulfil the personal aspirations of all its learners.



*South Downs College*