



APPLICATION FOR APPOINTMENT OF SUPPORT STAFF

South Downs College



This form should be completed in black ink or typewritten

INVESTOR IN PEOPLE

POST APPLIED FOR

1. PERSONAL DETAILS

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

2. EDUCATION

Secondary Education

SCHOOLS ATTENDED (NAME AND TOWN)	FROM	TO

Further or Higher Education (if applicable)

COLLEGE OR UNIVERSITY	COURSE ATTENDED	F/T OR P/T	FROM	TO

Staff:

Payroll:



Qualifications Obtained (School examinations, City & Guilds, NVQs, degrees, diplomas, professional examinations etc.)
NOTE. Verification of Qualifications will be required from shortlisted applicants at interview.

EXAMINATION / QUALIFICATION	GRADE	YEAR	EXAMINATION / QUALIFICATION	GRADE	YEAR

Membership of Professional Bodies (if applicable)

NAME OF BODY	GRADE	DATE

3. EMPLOYMENT RECORD

Present Employment

Employer's name	Position held
Address	Date appointed
.....	Present Grade
.....	Salary
Postcode	Notice period
Department (if applicable)	Work telephone number

Previous Employment (Most recent employment first) - Please list **full** working history 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	DATE		GRADE/SALARY (where known)
		FROM	TO	

4. EXPERIENCE

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 (e.g. in the voluntary sector) by which you have obtained experience or skills relevant to the job vacancy.

Continue on additional pages if necessary...

5. 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
Address	Address
.....
.....
Postcode	Postcode
Office telephone number	Office telephone number
E-mail address	E-mail address
REFERENCES WILL BE TAKEN UP BEFORE INTERVIEW UNLESS YOU SPECIFICALLY ASK US NOT TO.	

6. REASONS FOR APPLYING FOR THIS POST

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

8. MISCELLANEOUS

Do you hold a full U.K. licence?	YES / NO	Do you own a car?	YES / NO
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?			

9. 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 ever been disqualified from work with children or subject to sanctions imposed by a regulatory body? 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.

10.

I consent to the recording and using 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, the Criminal Records Bureau and to the Learning & Skills Council for the purposes of assessing my application, detection of fraud or for the purposes of collection and analysis of statistical data.

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 of employment or render me liable to disciplinary action.

Signed Date

**Please return this form to:
The Personnel Administrator, The South Downs College, College Road, Waterlooville, Hampshire PO7 8AA
Telephone 023 9279 7937**

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.