



South Downs College



INVESTOR IN PEOPLE

This form should be completed in black ink or typewritten

APPLICATION FOR APPOINTMENT AS

Name in full:

Address: Address for correspondence:

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Telephone number: Telephone number:

Mobile number: E-mail address:

Date of birth: Place of birth:

Teachers Pension Reference No: Institute for Learning Membership No:

National Insurance Number:

EDUCATION POST 16

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

QUALIFICATIONS

Qualifications with level or class	Awarded by	Period of study and date of award

Educational:

Industrial/Commercial/Professional:

FOR OFFICE USE ONLY

Staff: [] [] [] [] [] [] []

Payroll: [] [] [] [] [] [] []



* A P T 1 *

Present Post (stating title, grade of post, and name of employing organisation):

Present Salary: Date of Appointment:

What is the earliest date on which you could take up this appointment?

EXPERIENCE IN TEACHING*

Educational Establishment	Position held (FT or PT)	Subjects taught and levels	From	To
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COMMERCIAL/INDUSTRIAL EXPERIENCE*

Employer	Position held	From Month Year	To Month Year
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* Please give a full history since leaving education, including any gaps (continue on a separate sheet if necessary), as failure to do so may prevent us from being able to shortlist you.

FURTHER INFORMATION

Please state your reasons for applying for the post and detail any other relevant information which you may wish to draw to the attention of the College. Reference should be made to other interests, skills and experience which you could bring to the College.

Please also use this section if you wish to provide details of any unpaid work (e.g. in the voluntary sector) by which you have obtained experience or skills relevant to the job vacancy.

Membership of Professional Bodies:

Dates and details of any published work, research, educational projects, etc:

Names and addresses, and telephone numbers, with position held, of two persons to whom reference may be made. (Referees should be able to speak about the applicant's work or educational career, and one must be the candidate's present Principal or Head Teacher. If not presently employed as a teacher, please quote your current employer.)

1.	Name:	2.	Name:
	Position:		Position:
	Address:		Address:

	Telephone:		Telephone:
	E-mail:		E-mail:

REFERENCES WILL BE TAKEN UP PRIOR TO INTERVIEW

Where did you see the advertisement for the position?

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 e.g. 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.

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.

Signature of Candidate Date

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.

i) This form, duly signed, should be returned by the closing date specified in the relevant advertisement to:
The Personnel Administrator, South Downs College, College Road, Waterlooville, Hampshire PO7 8AA
023 9279 7936

ii) Before appointment the successful applicant will be required to satisfy the College of his/her medical fitness.