



# Application Form



## Completing the Application Form

**If completing by hand, please complete all sections of the application form in BLOCK CAPITALS using BLACK INK.**

Please ensure you complete all sections of the application form including Section 5 - Equality & Diversity Monitoring. This section is not included in the short-listing process.

We will accept separate sheets of additional information and Curriculum Vitae but they will only be included in the short-listing process if all personal details such as age (including date of birth), gender, race, disability, sexuality, marital status, nationality & faith are removed.

Applications should be returned with the correct postage to: Human Resources, Farnborough College of Technology, Boundary Road, Farnborough, Hampshire, GU14 6SB.

If you would like further information on Farnborough College of Technology or would like to complete your application online please visit our website at [www.farn-ct.ac.uk](http://www.farn-ct.ac.uk).

If you require assistance to complete the application form please contact the Human Resources department at the College on 01252 405555.

Please ensure that your completed Application is returned by the closing date stated in the advertisement. Applications will not be considered if they arrive after the vacancy closing date.

Interviews are either as advertised or are normally held within 4 weeks of the closing date. Applicants will usually be contacted within 2 weeks of the closing date.

**Asylum and Immigration:** Your employment is conditional upon the receipt of original documentary proof of your eligibility to work in the UK. These documents will be photocopied and retained in your personal records. For further information contact the UK Border Agency.

Post Reference: \_\_\_\_\_ Post Title: \_\_\_\_\_

## Personal Details

Title:	Forename(s):	Surname:
Home Address:		
		Post Code:
Home Tel No:	Mobile Tel No:	
Email Address:	IfL Registration No:	
National Insurance No:	ISA Registration No:	
Are you a British Subject or a national of any EU Country?		
Do you require a work permit/visa?		
If yes, please state the expiry date of your right to work in the UK and/or your work permit:		
Do you hold a valid driving licence?	Do you have your own vehicle?	
Please write here any dates that you will be unavailable for interview:		
Where did you hear about this vacancy?		
Do you have any relatives working in the College?		
Number of days sickness absence you have had in the past 3 years:		
Details of any periods of sickness exceeding 10 working days in the last 5 years:		

## Section 1

### Education Details/Qualifications

If you are invited to interview you will be asked to bring original qualification certificates.

Dates		Name of Institution	Qualifications (including subject)	Awarding Body	Grade Obtained	Date Awarded
From:	To:					

### Teaching Qualifications

Dates Achieved	Awarding Body	Qualification Title	Grade Obtained	Place of Study

**Professional Memberships:** Please list any memberships of professional societies or associations.

Dates	Organisation	Details

**Training:** Please include any relevant internal/external training undertaken during your employment.

Dates	Organising Body	Course Title/Content

## Section 2

### Present/Most Recent Employment

Organisation Name:	
Post Title:	Dates From: <span style="float: right;">To:</span>
Brief Description of Duties:	
Reason for Leaving:	
Current Salary:	Notice Period:
Is your present post (if applicable) your sole, regular employment?	Yes/No

### Past Employment

Please list in chronological order, most recent employer first, including any voluntary work. Teaching staff should indicate the fractional equivalent of full time or the average hours per week for hourly paid appointments. Please continue on a separate sheet if necessary.

Dates		Employer	Post Title & brief description of duties and if F/T or P/T	Reason for Leaving	Salary on Leaving
From:	To:				

### Periods Not Accounted For Above

Please give details of any gaps in your employment history.

Dates		Details
From:	To:	

### Section 3

#### Interests/Leisure Activities

Please include membership of clubs, societies and positions of responsibility held.

#### Additional Information

Please state why you are applying for this position and how you believe your skills and experience meet the requirements of the role. Please continue on a separate sheet if necessary.

## Section 4

### References

One of your referees should be your present or most recent employer.  
Please tick the box if you wish to be consulted before a referee is contacted.

Name:	Name:
Job Title:	Job Title:
Organisation/Institution:	Organisation/Institution:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Capacity in which known:	Capacity in which known:

### Applicant Declaration

Please note that the information given in this application will be held on the computer and within our Human Resources records. Your rights under the Data Protection Act apply.

I hereby confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of qualifications I claim to hold.

Please note any false or misleading statements may lead to an offer being withdrawn or to summary dismissal from the College.

Signature:	Date:
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## Section 5 THE INFORMATION IN THIS SECTION WILL NOT FORM PART OF OUR SHORT-LISTING PROCESS

### Equality & Diversity Monitoring

#### Our Commitment to equality & diversity

The College will meet the requirements of all equality legislation. The College is committed to ensuring that all actual or potential employees, and those seeking access to and participating in its education and training provision are treated fairly and will not experience inequality, prejudice and discrimination on the grounds of their: age, colour, disability, family responsibility, gender, health, marital status, nationality, race or ethnic group, religion or belief, sexual orientation, social background, trade union activity, type of contract, unrelated criminal convictions and other irrelevant criteria.

Please complete the Equal Opportunities section of the application to help us monitor the effectiveness of our policy. The information you provide on this section is required for our HR records, but will not be included in the short listing process.

Date of Birth: \_\_\_\_\_

Sex: Male  Female

Nationality: \_\_\_\_\_

Please indicate your ethnic origin below:

Asian/Asian British:

- Bangladeshi
- Indian
- Pakistani
- Other Asian Background

Black/Black British:

- African
- Caribbean

Mixed:

- White & Asian
- White & Black African
- White & Black Caribbean
- Other Mixed Background

White:

- British
- Irish
- Other White Background

Other:

- Chinese
- Nepali
- Any Other

Do you have a disability or health problem?  Yes  No

A disability can be defined in a very broad sense and could be a physical or a mental impairment, please therefore give details & the effects of your disability on your day to day activities and any other information that you feel would help us accommodate your needs and thus meet our obligation under the Disability Discrimination Act 1995:


### Criminal Records Bureau Disclosure and ISA Registration

Farnborough College of Technology complies fully with the Criminal Records Bureau (CRB) Code of Practice regarding the correct handling, storage, retention and disposal of Disclosures and Disclosure information, and undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Since the post for which you are applying may involve unsupervised access to children and vulnerable adults, it will be exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions Amendment Order 1986). Candidates who are offered an interview for such posts will be required to disclose details, if any, of all criminal convictions (including 'spent' convictions), cautions, bind-over orders, reprimands and warnings issued by the police. The College will regard any failure to disclose your criminal record as a breach of trust. It is College Policy that all candidates will be subject to a Disclosure check if offered the post for which the application has been made. Please note that the College is unable to consider an application further if the candidate declines to complete the Disclosure form.

**Have you been barred by the Independent Safeguarding Authority to work with vulnerable groups and placed on a barred list?**  Yes  No

**Have you been convicted of any offences or received a caution, bind-over order, warning or reprimand from the police?**  Yes  No

**Are you currently subject to an ongoing police enquiry?**  Yes  No

**If you answered yes to any above question, please give details :**


**Your signature below will be regarded as you signifying your agreement to undergo a CRB check.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_