

Referees

Please name two referees who have supervised/directed your work. These must be your current or most recent employers. If you are unable to supply the name of an employer as a referee then a professional referee should be supplied. Personal references will only be accepted if employment or professional references are not available. It is College policy to take up references prior to interview, however if you would prefer us not to contact your referee(s) prior to interview, please tick the box provided. The College reserves the right to require you to nominate additional referees.

1 **Name and job title**

Address

Telephone **Email**

Please do not contact at this stage

2 **Name and job title**

Address

Telephone **Email**

Please do not contact at this stage

Are there any dates that you will **NOT** be available for interview during the next 6 weeks?

Parental Leave

If applicable, how many parental leave days have you taken?

Canvassing - Please note that canvassing of Board members and/or employees of The College either directly or indirectly will automatically disqualify a candidate from appointment.

Data Protection Statement

For the purposes of the Data Protection Act 1998, I give my consent to this form and related information being processed and retained on file and agree to The Bournemouth and Poole College verifying the information I have provided with relevant third parties. (If your application is unsuccessful, the information you provide will be retained on file.)

Sickness/Absence

Please state how many days absence taken in last 3 years

*Days sickness absent taken in last 3 years

Disability

Do you consider yourself to have a disability? YES NO

If YES, what adjustment would you need to enable you to undertake the job applied for?

Declaration

I declare that the information on this form is correct and complete. I understand that any falsification of details may lead to immediate termination of employment.

Signature **Date**

The College reserves right to verify any information you have provided.

Thank you for your assistance

Application for appointment

Please answer all questions on this form in BLACK INK and return it to the:
HR Department, The College, North Road, Poole, Dorset, BH14 0LS.

NB: It is College policy not to accept CV's. The standard of presentation of your application will be taken into account when shortlisting. **The College reserves the right to verify any information you have provided.**

Personal Details

Application for appointment as Post No.

Title Surname

Previous surname (if any) Forename(s)

Address

 Postcode

National Insurance No.

Email

Telephone Home Work Mobile

DfES Reference Number (if applicable)

Do you hold a current Driving Licence? YES NO Do you have use of a car? YES NO

Employment History

Current/most recent employment If you have more than one employer, please provide details of all current posts here and continue on a separate sheet if necessary. You may provide a copy of your current job description.

From/Month/Year To Month/Year Name & address of employer Job title/description/duties

From/Month/Year	To Month/Year	Name & address of employer	Job title/description/duties

Salary/Grade Part-time/Full-time

Benefits/Allowances Notice period

Reason for leaving/wishing to leave

Previous Employment

Please list in chronological order (beginning with the most recent), and provide additional information on a separate sheet if necessary. Any voluntary or unpaid work should be included. If there are gaps in employment, please state reasons.

From/Month/Year	To Month/Year	Name & address of employer	Job Title	Salary/Reason for leaving

Education and Qualifications - Secondary, Further & Higher Education

From/Month/Year	To Month/Year	Name of Institution	Course/Subjects	FT/PT	Grade/Level

Professional Qualifications

Qualification	Awarding Body	Date Awarded	Grade/Level

Continuous Professional Development & Training

Started Month/Year	Finished Month/Year	Subject

Subject Skills (for teaching posts only)

Subjects you can offer to teach

Levels

Reasons for Application and Supporting Evidence

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and give evidence of how they meet the essential criteria in the person specification. You may also wish to outline personal achievements, whether in paid employment or elsewhere, to demonstrate personal qualities or interests. Please continue on a separate sheet if necessary.