

4. EDUCATION, QUALIFICATIONS AND PROFESSIONAL STATUS

Include any current studies, and, if appropriate, membership class and entry date for professional bodies.

Dates Attended From To	Educational Establishment/Institute	Qualification obtained or being studied for/ level of membership	Result/Grade

Training/Continuing Professional Development:

Give brief details of continuing professional development/training courses you have attended which may be relevant to the post for which you are applying:

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5. FOR TEACHING POSTS ONLY

Do you hold a professional teaching qualification?

Yes No If Yes, please provide details below:

Are you registered with The Institute for Learning (IfL)? Yes No

IfL Membership Number:

Date	Name of Award	Awarding Body	Result/Status

6. CURRENT OR MOST RECENT EMPLOYMENT

Name and address of current or most recent employer:

Name:
 Address:

 Post Code:
 Telephone:

Employment Details:

Your Position:
 Dates (From/To): /
 Salary/Rate of Pay:
 Hours per Week:

Main duties, responsibilities and experience gained:

Workplace/Office Address, if different:

Name:
 Address:

 Post Code:
 Telephone:

Reason for leaving/wishing to leave:

 Notice Required: Weeks / Months

7. EMPLOYMENT HISTORY

Most recent first, continue on an additional sheet if necessary. Teaching posts should include industrial and teaching experience.

Dates From To	Job Title and Employer	Duties and Responsibilities	Reason for Leaving

8. ADDITIONAL INFORMATION

You are invited to provide any further details in support of your application which demonstrate how your qualifications and experience meet the requirements of the post for which you are applying or which you feel are of interest or relevance. Please be concise and attach the post reference and your name to any continuation sheets - **only two additional sides of A4 will be accepted. APPLICANTS SHOULD NOT SUBMIT THEIR CURRICULUM VITAE.** Please also indicate your availability should you be contacted for interview.

9. DECLARATION

Previous Convictions:

The post you have applied for is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to declare any previous convictions, bind-over orders or cautions. A disclosure certificate via the Criminal Records Bureau may be required should your application be successful. This information will not automatically preclude you from employment and any information given will be treated as confidential.

Please state brief details below.

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I understand that if I am offered a post the information submitted in my application will form the basis of my contract of employment with Craven College and that if it is subsequently discovered that I have wilfully or negligently given false information, or withheld information, I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing, directly or indirectly, will be a disqualification.

I consent to the information in this application being processed under the terms and principles of the Data Protection Act 1998.

Signature of Applicant: Date:

Completed application forms should be returned by the closing date to the following address:

Personnel Department
Craven College, High Street, Skipton, North Yorkshire. BD23 1JY.
Tel: 01756 708071/708070 Fax: 01756 799713

In the interests of economy and efficiency we do not acknowledge receipt of application forms.
If you wish your application to be acknowledged please enclose a stamped, self addressed envelope.