

**For Office Use Only**

OFFER / REGRET    Date:	Date of Commencement:
Position:	Signature:



www.craven-college.ac.uk

**Confidential**

# Job Application Form

## 1. VACANCY INFORMATION

Application for the post of: .....

How did you hear about this position?: .....

Post Reference:

Closing Date:   /   /

## 2. PERSONAL INFORMATION

Title: ..... N.I. No.

Surname: ..... Home Telephone: .....

Surname at Birth: ..... Business Telephone: .....

Forename(s): ..... Mobile: .....

Home Address: ..... Email: .....

Do you hold a full current UK driving licence?     Yes     No

Do you own or have the use of a car?     Yes     No

Do you hold a work permit (Non-EAA National)     Yes     No

Post Code: .....

Are you related to any employee or Governor of Craven College?  
 Yes     No

If yes, give the name(s) of the person(s) concerned and the position held. ....

Health/Disability:  
 A disability or health problem does not preclude full consideration for the post and applications from suitably qualified people with disabilities are welcome. Do you have a health problem or a disability which is relevant to your application?     Yes     No

If yes, please provide details of any specific requirements. ....

If you have been in employment, please give brief details of any absence due to sickness of three days or more during the last five years. ....

## 3. REFERENCES

Please nominate two referees. If you are in, or have just completed full-time education, one referee should be from your school or college. If in employment, one referee should be your present employer. You should not nominate relatives. Unless you specifically request otherwise, references will automatically be taken up if you are shortlisted.

Please indicate with a cross in the box if you do not wish references to be taken up from your current employer.

Name: .....	Name: .....
Address: .....	Address: .....
Telephone: .....	Telephone: .....
Email: .....	Email: .....
Referee's Position: .....	Referee's Position: .....



#### 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



## 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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. .  
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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.