

**1. CONFIDENTIALITY**

All information provided will be retained and processed with strictest confidence, in accordance with the terms and principles of the data protection act 1998.

**2. EQUAL OPPORTUNITIES**

Craven College is committed to equal opportunity in the provision of services, employment and educational opportunities. Applications are considered on merit and are welcomed from all suitably qualified applicants.

**3. CRIMINAL CONVICTIONS**

The post you have applied for involves working in the Further Education Sector, therefore all convictions must be declared under the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. Prior to appointment you must disclose details of any criminal convictions, cautions or bind-over orders. An additional requirement is that a criminal record check via the Criminal Record Bureau (CRB) will be required for all posts that involve regular contact with children under 18 or vulnerable adults. The College will require CRB disclosure certificates as evidence of clearance.

**4. COMPLETING THE APPLICATION FORM**

Written applications must be completed legibly in black ink and completed legibly in black ink. Up to two extra sheets may be attached if necessary. Please ensure that they are numbered and clearly marked with your name. All applications must be returned by midday on the closing date.

**Personal Information**

The aim of this section is to collect basic information such as name and address and personal information.

**References**

A suitable referee will have recent, relevant experience of your work and hold a responsible position. References may be taken up prior to the interview unless you state otherwise.

**Education, Qualifications and Professional Status**

Where specific qualifications are required for the position for which you have applied, it will be necessary for you to produce certificates for verification. You should give full details of all examination results and grades. If you are unsure about your results or grades you should indicate this. You should also include any qualifications which you are currently working towards and any non examined, but relevant, training and development.

Teachers are required to complete details of teaching qualifications.

**Current or Most Recent Employment**

The aim of this section is to collect general information about your current or most recent employment (paid or voluntary) and some details regarding main duties, responsibilities and relevant experience.

**Employment History**

This section gives you an opportunity to include any previous experience gained, either as an employee or in some other capacity. To allow a full account of your experience it is important that you offer a continuous record, including times when, for example, you were in voluntary work or caring for dependants etc. Please list in reverse chronological order, give precise dates and indicate where employment is part-time. Please also indicate reasons for leaving.

**Additional Information**

This is regarded as a very important part of the application form. You should use this opportunity to provide any further details in support of your application. Please remember that if you are unable to demonstrate that you meet the essential requirements of the post for which you are applying, you will not be shortlisted.

**Declaration**

If completing the application by hand, please remember to sign the application form to declare that the information you have provided is complete and accurate.

YOU WILL ONLY BE CONTACTED, SHOULD YOUR APPLICATION BE SUCCESSFUL