

Confidential

**Application No.**

# Application for Employment

*Principal****: Kelvin Nash*** *Kendal College, Milnthorpe Road, Kendal, Cumbria LA9 5AY Tel: 01539 814700 E-mail:* *personnel@kendal.ac.uk*

**This application form can be submitted either online or posted (if you have a disability and you wish to receive this form or submit it in another format, please contact Personnel on 01539 814742). Please note that incomplete applications will not be considered.**

**To enable those shortlisting to do so without regard to gender, age, ethnic, disability or other equal opportunity considerations, we ask you to complete personal details on this front page that will be detached from the application and not seen by the shortlisting panel.**

**Post Applied for:**

Full Name:

Address:

Daytime Phone number

Evening Phone Number

Mobile Phone number

Email address

**References**

Please give the name, occupation and full address of two responsible persons to whom you are not related, and to whom reference can be made who can comment on your work skills. One referee where possible should be in a position to comment on your ability to work with children, young people and vulnerable adults. If you do not have current employment you may give the name of a tutor or professional adult who has known you for at least 2 years**.**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Job Role |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Address line 4 |  |
| Email address |  |
| Phone number |  |
| \*Contact? |  |

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Job Role |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Address line 4 |  |
| Email address |  |
| Phone number |  |
| \*Contact? |  |

### \* Please state NO if you do not want your referees approached without prior permission

 ***Appointments will only be made subject to two satisfactory references***

**Disclosure of Criminal Convictions**

You are required to disclose all criminal convictions including any which may be ‘spent’ under the Rehabilitation of Offenders Act 1974. This is because the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 or 1986 and therefore even ‘spent’ convictions must be disclosed.

Any information you provide will be treated as strictly confidential. Disclosure of a criminal record does not automatically debar you from appointment but allows the College to make a decision about suitability, taking into account only those offences which are relevant to the particular post you have applied for.

Have you ever been convicted of an offence or been subject to a bind-over caution? Yes ☐ No ☐ *(tick as appropriate)*

If yes, please provide full details below:

Are you facing any criminal prosecutions? Yes ☐ No ☐ *(tick as appropriate)*

If yes, please provide full details below:

Have you ever been the subject of a County Court Judgement (CCJ)? Yes ☐ No ☐ *(tick as appropriate)*

Successful candidates will be required to complete a disclosure which will enable the Disclosure and Barring Service (DBS) formerly known as the CRB to carry out necessary checks with the Independent Safeguarding Authority and the Police. Failure to disclose convictions could result in the withdrawal of a job offer or disciplinary action.

**It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.**

# Other Information

|  |  |  |
| --- | --- | --- |
| **Please tick relevant box** | **Yes** | **No** |
| **Have you ever been dismissed from employment for a reason other than redundancy?** |  |  |
| **Have you ever been suspended or subject to disciplinary action in any post you have held?** |  |  |

If you have answered YES to any of the above, please specify on a separate, signed sheet.

|  |  |  |
| --- | --- | --- |
| **Please tick relevant box** | Yes | No |
| **Do you have the right to live and work in the UK?** |  |  |
| **Do you require a work permit to take up employment in the UK?** |  |  |

|  |  |  |
| --- | --- | --- |
| **Please tick relevant box** | Yes | No |
| **Are you related to any employee of Kendal College?** |  |  |

If yes, please give their name, occupation, and relationship to you below:

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

**Teacher Reference Number:**

## Equal Opportunities Monitoring Form

This form will be used to monitor how Kendal College compares nationally and locally with regards to equal opportunities. It will not be held for any other purpose. It does not constitute any part of the recruitment and selection process and although it will be kept on your personnel file if you are appointed, it is used solely for the purposes of equal opportunities monitoring.

### Name Post applied for:

**Gender** (please tick) Female ☐ Male ☐ Transgender ☐ Non binary/non-conforming ☐ Prefer not to say ☐

### Disability

Kendal College is committed to the ‘Positive about Disabled People Symbol’ and therefore guarantees an interview to any person with a disability provided they meet the essential criteria for the post as identified in the person specification. For this reason, you are asked to declare any disability:

Do you have a disability as described under the Equality Act 2010\*? Yes ☐ No ☐ *(tick as appropriate)*

\*The Act defines a disabled person as a person with a disability. A person has a disability for the purposes of the Act

if he or she has a physical or mental impairment, and the impairment has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities.

If yes, please state the nature of your disability (physical/sensory/mental health/learning/other)

### Ethnic Origin

I would describe my ethnic origin as (please indicate in column):

|  |  |
| --- | --- |
| **Ethnicity** | **Please mark** |
| Asian or Asian British – Bangladeshi | ☐ |
| Asian or Asian British – Indian | ☐ |
| Asian or Asian British – Pakistani | ☐ |
| Asian or Asian British- any other Asian background | ☐ |
| Black or Black British – African | ☐ |
| Black or Black British – Caribbean | ☐ |
| Black or Black British - other black background | ☐ |
| Chinese | ☐ |
| Mixed - white or Asian | ☐ |
| Mixed – white or Black African | ☐ |
| Mixed – white or Black Caribbean | ☐ |
| Other mixed background | ☐ |
| White British | ☐ |
| White Irish | ☐ |
| Other white background | ☐ |
| Any other | ☐ |
| Not known or not provided | ☐ |

These categories are used by the Office of National Statistics (ONS) 2001 Census and are the categories prescribed by the Skills Funding Agency.

Date of birth: ………………………………..

# Data Protection

All submitted applications will be handled by Kendal College in accordance with the General Data Protection Regulation (2016) and Data Protection Act (1997). For further information, you can view our Privacy Policy and Data Protection Policy

Data Protection regulations give you the right to request corrections to your submitted data, or for the data to be deleted, at any point for any (or all) of these processes.

Should you wish to do so, please contact **personnel@kendal.ac.uk**and state clearly the processes your request is relating to.

# Vacancy Awareness

Please tell us where you saw this post advertised:

|  |  |
| --- | --- |
| **College Website** | **☐** |
| **Indeed** | **☐** |
| **Facebook** | **☐** |
| **Twitter** | **☐** |
| **LinkedIn** | **☐** |
| **Word of mouth** | **☐** |
| **Westmorland Gazette** | **☐** |
| **Email** | **☐** |
| **Other – please specify** |  |

## Declaration

I confirm that all the information I have provided as part of the application – including any letters or CV is accurate and true. I also consent if my application has been completed on-line and I have been unable to sign it.

Signature: ……………………………………………………Date: ………………………………………..

On-Line Signature: ☐ By checking this box you have created an electronic signature as legally binding as your hand-written signature

Print Name: ………………………………………………….. Please return to:

### Personnel, Kendal College, Milnthorpe Road, Kendal, Cumbria LA9 5AY, or E-mail to Personnel@kendal.ac.uk

**Please note**: As a rule, we do not acknowledge receipt of postal application forms. However, if you wish to receive an acknowledgement of receipt of a postal application, please include a properly stamped, self-addressed envelope.

**Application No.**

# Employment History

Please give details of past and present work. This can be paid work, voluntary work or work at home or “unwaged” activities. **Start with the most recent.** Use additional A4 paper if required. In the date columns, please detail date, month and year and ensure that there are no dates unaccounted for.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company** | **Job Title and Brief Description of Post** | **Dates** | **Final Salary** | **Full or Part-Time** | **Reason for Leaving** |
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# Education and Qualifications and Professional Qualifications

Membership of Professional bodies:

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| --- | --- | --- |
| **Dates** | **School or College attended – please indicate if Full or Part-Time** | **Qualifications and Date Obtained** |
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**Additional Training**

Including any short courses that you have undertaken in the past two years **if relevant** to your application and use additional A4 sheets if required. In the date columns please detail date, month, and year, along with course provider.

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| --- | --- | --- |
| **Date** | **Course/Programme** | **Details** |
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# Additional Information

Please outline on this page why you have applied for this vacancy and how you match the criteria for the job. Please use additional A4 sheet should you need to.