



# Application for Appointment

Post Title .....

**For office use only**      Application No.

Please complete this form clearly in black ink or typescript to facilitate photocopying. If you wish your application to be acknowledged, please put your name, address and a stamp on the enclosed reply card and include it with your application.

On completion return your application to the Human Resources Manager at the above address.

The College, as an equal opportunities employer, aims to promote and maintain equality of opportunity.

## Personal Details

1 Last Name \_\_\_\_\_

2 First Name(s) \_\_\_\_\_

3 Title \_\_\_\_\_

4 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post Code \_\_\_\_\_

5 Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

6 E-mail Address \_\_\_\_\_

7 National Insurance Number \_\_\_\_\_

8 For applicants for teaching posts, enter your DFES number \_\_\_\_\_

## Details of Current or Most Recent Employment

Title \_\_\_\_\_ Name and address of employer \_\_\_\_\_

Salary \_\_\_\_\_

Date of commencement \_\_\_\_\_

Permanent or temporary \_\_\_\_\_ Full-time  Part-time

Date of leaving or notice required to terminate \_\_\_\_\_

Telephone \_\_\_\_\_

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**Referees** Details of two people to whom professional reference can be made: one of whom should be your current or most recent employer

1 Name	2 Name
Address	Address
Tel. No.	Tel. No.
Job Title	Job Title

The College may approach referees prior to interview unless you indicate that you do not wish us to do so by ticking this box   
Referees will automatically be contacted after interview, if appropriate

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**Absence History**

Please explain and provide dates of absence through illness in the last 2 years which have caused you to be away from work

Please state the number of days absent from work during the last 12 months of employment

Please give any further information you consider relevant to your application for employment

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**Employment History**

Have you left any previous job for the reason of early retirement, ill-health retirement or voluntary redundancy? Yes  No

If 'Yes' please provide full details

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**Driving Licence** To be completed when it is essential to hold a current driving licence for the post

Do you hold a current driving licence? Yes  No  If 'Yes' for which class(es) of vehicle?

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**Activities and Interests**

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**Rehabilitation of Offenders Act 1974**

This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders' Act 1974. Applicants are not entitled to withhold information about convictions, cautions or bindovers which for other purposes are 'spent' under the provisions of the Act. If you have a conviction, caution or bindover regardless of how long ago the offence may have occurred, or its seriousness, it must be disclosed. The College will seek confirmation of criminal history from the Criminal Records Bureau before confirming any appointment. Having a criminal record will not necessarily be a bar to obtaining a position with the College.

a Have you ever had a conviction, caution or bindover? Yes  No

b If 'Yes' please enclose details on a separate sheet and place in a sealed envelope marked 'Confidential' for the attention of the HR Manager.

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Priestley College collects information about all its staff for various administrative and health and safety reasons. Because of the Data Protection Act 1998, we need your consent in order to hold this information. Information you provide on this application form may be held on the College's computer system and if you are appointed may be passed to the Learning and Skills Council, which is registered under the Data Protection Act, and other organisations. If you require further information about this, contact the HR Department.

After completing the rest of this form, please sign the declaration below:

I declare that the information I have given in this form is correct and that I have not omitted any relevant details.

Signature

Date

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**Application for appointment as**

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**Educational, Technical and Professional Qualifications**

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Secondary Education	Dates	Qualifications obtained plus grades

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Further and Higher Education	Classification of degree

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**Postgraduate qualifications**

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Teaching qualifications	Date		Date
Bachelor of Education		Certificate of Education	
PGCE		City & Guilds 7307 Part 1 <input type="checkbox"/> Part 2 <input type="checkbox"/> Part 3 <input type="checkbox"/>	
PCGE FE		City & Guilds 7407	

If currently studying for a teaching qualification, please give details and an expected completion date

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**Other relevant qualifications**

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**Personal Development**

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Include courses attended, membership of organisations, voluntary work undertaken or responsibilities that you consider relevant to your application

Institution or Organising Body	Dates	Course title

