



application for employment

**Newham College
- London**

This application form is used to assess your suitability for the position for which you are applying. Please complete it in full after you have read the 'Information for Job Applicants' booklet enclosed or on the internet at www.newham.ac.uk.
The information given on this form will be treated in strict confidence.
DO NOT ATTACH A COPY OF YOUR CV AS IT WILL NOT BE CONSIDERED.

Reference/Post Details

Position applied for Ref No

Would you consider a job share? Yes No

How did you hear of this job vacancy?

Newham College Website College Intranet College Open Day Enquiry to the College
Employment Job Centre Word of Mouth Job Fair
National Media Regional Media Internet Job Site
Other
Please state

Section One: Personal Details

Mr Mrs Ms Miss Dr Other Please state

Surname

Maiden name, or other surnames that you have used

First and middle names

Home address

Postcode

Telephone Daytime

Email

Telephone Evening

Mobile

Section Two: Employment History

List employers, starting with your current or most recent one and ending with your first. Please include part time and unpaid work. Use an additional sheet if there is not enough space here. Please state the name of the agency if your current employment with Newham College is through a teaching or other agency.

Current or Last Employer's Name	Date From	Date To	Job Title	Salary

Address

Why did you/are you seeking to leave this employer?

What is your notice period to leave this employer, if any?

Previous Employer's Name & Address	Date From	Date To	Job Title	Salary

	Reason for Leaving	
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Previous Employer's Name & Address	Date From	Date To	Job Title	Salary

	Reason for Leaving	
--	---------------------------	--

Previous Employer's Name & Address	Date From	Date To	Job Title	Salary

	Reason for Leaving	
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Have you ever been dismissed or asked to leave a job? Yes No If yes, give details here

Section Three: Qualifications and Training

Please use this section to list the qualifications you have obtained in school (secondary), further and higher education. Start with the highest qualification obtained.

Education/Qualifications (you will be required to produce evidence)

Level of Qualification e.g. GCSE, degree etc	Subject/Qualifications	School/College/ University attended	Grade Awarded

Teacher Training (please provide details of all teaching qualifications and any SLDD qualifications you hold)

Description of course (i.e. PGCE, TDLB, BEd with Qualified Teacher Status)	Qualification gained (if applicable)	What subject areas are you qualified to teach?

Non Qualification Courses (e.g. Health & Safety at Work)

Professional Qualifications/Membership of Professional Bodies

Name of Professional Association or Institution	Grade of Membership	Date Awarded	How Obtained (Exam, Invitation etc)

Section Four: Supporting Statement

On the following two pages, state how your experience and skills gained through study, training, employment or other examples meet each of the points stated in the person specification. If you need any further space, please attach additional sheets. **Do not attach a copy of your CV as it will not be considered.**

Section Four: Supporting Statement

This additional page has been left blank for you to continue your supporting statement as to how you meet the criteria stated in the person specification.

Section Five: References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. If you are currently employed or have been employed, give your current or most recent employer. If you are a student, give an academic referee. We are unable to accept personal references.

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

May we contact prior to interview Yes No

In what capacity do you know this person?

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

May we contact prior to interview Yes No

In what capacity do you know this person?

Section Six: General Information

Please give dates on which you will not be available for interview. If they clash with the interview date(s), we will try to arrange another suitable time, but this cannot be guaranteed.

We are committed to ensuring equal opportunities for all, and as such is there anything you would like to request to enable a fair interview to take place? For example, would you like to be interviewed in a venue with wheelchair access, or to be provided with a sign language interpreter, or tape braille version of the job description? If you would prefer to be interviewed in another language and require an interpreter, please state the language.

Please give details of any facilities you require so that they can be taken into account.

If recommended for appointment, you will be asked to produce evidence of your right to work in the UK. This requirement is in line with the Asylum and Immigration Act 1996.

Do you need a work permit to take up employment in the UK? Yes No

If YES, do you already have a work permit for your current employer? Yes No

DFES number (if applicable)

Are you related to an employee of the College or a member of the Governing Body? Yes No

If YES, please provide the name of your relative

If appointed, do you have any business financial interests or other continuing employment which might conflict with the duties of this post? Yes No

If YES, please provide details

This post is exempted occupation under the Rehabilitation of Offenders Act (1974) (Exemptions) Order 1975. We may, through the Criminal Records Bureau, make a check to establish any criminal record upon offer of employment. Your signature on the application form will be regarded as signifying your agreement that this may be done.

Applicants are not entitled to withhold information about convictions which for other purposes are spent under the Act.

Have you ever been convicted of any criminal conviction? Yes No

If YES, please give details of the convictions and the date

Are you prevented from taking certain employment in education institutions due to being listed on List 99 held by the Department for Education and Skills? Yes No

For nursery posts only

Are you or have you ever been listed on the Department of Health's 'Protection for Children Act' list? Yes No

Section Seven: Declaration

STATEMENT ON DATA PROTECTION AND DATA PROCESSING

The Data Protection Act (1998) aims to ensure that all organisations who collect, process and store information about individuals do so correctly (i.e. people about whom information is collected know of its existence, and how to correct it if it is wrong). As part of the College's management processes - and in order for the College to process your job application further - the College needs to collect, process and store information about you as contained within the application form.

Personal information contained within the application form will only be used for the post applied for and no other purpose. The information will be kept confidentially by the College and only used by the interview panel and Human Resource Directorate for the purposes of selecting the best candidate for the job. If an applicant is not appointed, then his or her information will be destroyed and also removed from the College database after one year.

If an applicant is appointed to the post, the College will maintain his or her information collected for pay, contract and management purpose, and not for any other purpose. Information will be held on computer and on paper record. Any member has the right to request to see - and if necessary update or correct - the information held about them by the College by contacting Human Resources.

Further processing of this application is conditional upon the applicant agreeing to the processing of data for standard purposes. If returning this form by email, you will be asked to sign this application at your interview if you are shortlisted.

If any answers to questions on this application form are found to be false within the knowledge of the candidate, or if there is any wilful omission, the candidate, if appointed, will be liable to dismissal.

I hereby declare that by submitting this application for employment, to the best of my knowledge, the information given on this form is correct. I also consent to the Data Protection statement detailed above.

Signature of applicant

Smoking is not permitted in any College building or vehicle other than in designated areas. This safeguards the health of employees and service users by protecting them from direct and passive smoking.

Equal Opportunities Monitoring

The policy of the College is to ensure that no job applicant or employee receives less favourable treatment on any of the following grounds: age, race, gender, religion, marital status, disability, HIV status, sexual orientation or on any other unjustifiable grounds. To help us measure the impact of this policy could you please tick the appropriate boxes. The information on this form will be used only for statistical monitoring.

Post applied for	<input type="text"/>	Post Ref No	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

Disability

The Disability Discrimination Act (1995) defines a disabled person as someone “with a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? Yes No

What is your ethnic group?

Choose one section from A to E, then tick the appropriate box to indicate your cultural background.

A White

British Irish

Any other White background, please state

C Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background, please state

B Mixed

White & Black Caribbean
 White & Black African White & Asian

Any other Mixed background, please state

D Black or Black British

Caribbean African

Any other Black background, please state

E Chinese or other ethnic group

Chinese

Any other background, please state

What is your religious identity? *(Tick the appropriate box)*

Christian Jewish Buddhist Muslim Hindu Sikh No religion Other, please state

What is your sexual orientation? *(Tick the appropriate box)*

Straight/Heterosexual Gay Woman/Lesbian Gay Man Bi-sexual Prefer not to say

Other, please state



Please return to:

**Directorate of Human Resources
Newham College of Further Education
East Ham Campus
High Street South
London E6 6ER**

**Telephone 020 8257 4000
Fax 020 8257 4300**

**Or visit our website
www.newham.ac.uk
and apply online**

