

Application for Employment

Job applied for _____ To be returned by _____

PERSONAL DETAILS	
Surname:	First name and other names:
Any other names you have ever been known by. Please include dates when you were known by these other names:	
Address:	
Postcode:	
Telephone number day:	Evening:
NI number:	TRN (formerly D.f.E.S) number (if applicable):
Email address:	
Please state where you saw this job advertised:	

REFEREES

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). Please state in what capacity each referee is acting e.g. current employer, former employer, course leader, team supervisor, lecturer etc.

1st Referee:
Delete as appropriate: current employer / former employer
Other (please specify):
Name:
Address:
Post code:
Telephone:
Fax:
Email:

2nd Referee:
Delete as appropriate: current employer / former employer
Other (please specify):
Name:
Address:
Post code:
Telephone:
Fax:
Email:

NB References will be taken up prior to interview. If you **do not wish** your referees to be contacted prior to interview please indicate below:

This referee **can/cannot** be contacted prior to interview

This referee **can/cannot** be contacted prior to interview

EMPLOYMENT EXPERIENCE

If you are at present employed, please give details of your present employer and current salary. If you are currently unemployed, please give details of most recent employer and salary.

Name and address of current or most recent employer:	
Job title:	
Start date:	End date (if applicable):
Full time or part time:	Salary: £
Other benefits:	
Notice period:	Reason for leaving * :
Brief outline of main duties and responsibilities of the job:	

EMPLOYMENT EXPERIENCE CONTINUED

Previous Employment/Voluntary Work

Please give details of all other work with the most recent first. This can be paid work, voluntary work at home/time spent raising a family etc. All time since leaving full-time education should be accounted for in the space below. Please account for any gaps in your employment.

Name and Address of Employer or Organisation	Job Title or Role	Paid/ Unpaid PT or FT	From (dd/mm/yy)	To (dd/mm/yy)	Reason for Leaving *

* Please note, Aquinas College recognises previous continuous service with organisation/s covered by the Redundancy Payments (Local Government) (Modification) Orders (RMO). We therefore need to be made aware of any redundancy payments made by an employer covered by the RMO.

Please continue on a separate sheet if necessary

SUPPORTING INFORMATION

Please provide evidence of how you meet the requirements of the advertised post in line with Person Specification provided. *(Continue on another sheet if necessary)*

Protection of Children

Convictions – Rehabilitation of Offenders Act 1974

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes /No (please delete as appropriate)

Do you have any adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020?

Yes /No (please delete as appropriate)

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes /No (please delete as appropriate)**

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website.

If you have answered 'Yes' to any of the above questions regarding Protection of Children, you are required to provide details to enable the College to assess your suitability for employment. Please outline details of offences and penalties, with dates, in an envelope, separate from the application form.

Disclosure of Criminal Background of those with access to Children

You are advised that if your application is successful a check will be made to assess the relevance of any criminal record. Any such information will be treated in strict confidence and will be used in consideration of your suitability.

Disabled Applicants

If you are a disabled applicant and your application is successful, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable you to carry out the full duties of the job. If you wish to bring such a matter to the panel's attention – please do so on the Equal Opportunities monitoring form enclosed.

The Asylum & Immigration Act

To comply with the Asylum & Immigration Act Aquinas College is required by law to check whether you are entitled to work in the United Kingdom.

Data Protection

You should be aware that the college collects information for various administrative, business and Health and Safety reasons. This will be processed in compliance with the Data Protection Act 1998, and the General Data Protection Regulations 2018. Please ensure that you read the College's Privacy Notice for further details. This is available on the website www.aquinas.ac.uk

Declaration

I certify that the information contained in this form is a correct record and understand that falsification of any details would lead to my application / appointment being disqualified.

I also understand that my application may lead to reference requests being made to the persons that I have identified on my form. I give permission for reference details to be released to Aquinas College.

I am aware that any position offered will be dependent on satisfactory outcomes from the Disclosure and Barring Service (DBS), medical screening and two references.

Signature:

Date:

Please return to: **Human Resources Department, Aquinas College, Nangreave Road, Stockport SK2 6TH**
Tel: 0161 483 3237 Fax: 0161 487 4072 Email: recruitment@aquinas.ac.uk

Thank you for submitting your application. We regret that due to the large volume of applications received, we are unable to contact all applicants individually. If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

EQUAL OPPORTUNITIES MONITORING

Private and Confidential

Please complete the information below. The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and also to take action to prevent discrimination. To be detached by Human Resources.

Post applied for			
Surname			
Forename(s)			
Title			
Gender Please tick	Male Non-Binary	Female Prefer not to state	
Marital Status			
Date of Birth			
Ethnicity Please tick	<u>White</u> British Irish Gypsy or Irish Traveller Any other background <u>Mixed</u> White and Black Caribbean White and Black African White and Asian Other Mixed <u>Black or Black British</u> Black Caribbean Black African Other Black	<u>Asian or Asian British</u> Indian Pakistani Bangladeshi Chinese Other Asian <u>Arab</u> Arab <u>Other</u> Other Ethnic Group (please state) Don't know	
Religion Please tick	Buddhist Muslim	Catholic Other (please state)	Christian Jewish None
<p>If you are an applicant with a disability and your application is successful, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable you to carry out the full duties of the job. Therefore, do you consider yourself to have a special need, illness or disability for which the college may need to make special provision?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, please specify the nature:</p> <p>Are there any adjustments that need to be made for the purpose of: a) the interview b) the job <i>Please specify below</i></p> <p>Please return this sheet with your application form</p>			
Signed:			
Date:			

