

As a College committed to equal opportunities, we positively welcome applications from all sections of the community. The College and all its personnel are committed to safeguarding the welfare of children and young people. This post is subject to a Disclosure Application of the appropriate level, to the Disclosure and Barring Service.

Also, as part of due diligence the college will carry out an online search on any shortlisted candidate.

## 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.

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

<b>2nd Referee:</b>
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, please indicate here: 1st referee **can/cannot** be contacted prior to interview; 2nd 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.

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

## 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)*

### **Disclosure of Criminal Background of those with access to Children**

You are advised:

- Applicants are subject to a check 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.
- It is an offence to apply for the role where the candidate is barred from engaging in regulated activity relevant to children.
- Shortlisted candidates will be required to complete a Self-Declaration form prior to interview.
- Please find attached the link to our Safeguarding policy.  
<https://www.aquinas.ac.uk/about-aquinas-college/college-policies/safeguarding/>

### **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](http://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:**

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**Date:**

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**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](mailto: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.

<b>Post applied for</b>			
<b>Surname</b>			
<b>Forename(s)</b>			
<b>Title</b>			
<b>Gender</b> Please tick	Male Non-Binary	Female Prefer not to state	
<b>Marital Status</b>			
<b>Date of Birth</b>			
<b>Ethnicity</b> Please tick	<u><b>White</b></u> British Irish Gypsy or Irish Traveller Any other background  <u><b>Mixed</b></u> White and Black Caribbean White and Black African White and Asian Other Mixed  <u><b>Black or Black British</b></u> Black Caribbean Black African Other Black	<u><b>Asian or Asian British</b></u> Indian Pakistani Bangladeshi Chinese Other Asian  <u><b>Arab</b></u> Arab  <u><b>Other</b></u> Other Ethnic Group (please state)  Don't know	
<b>Religion</b> Please tick	<b>Buddhist</b>	<b>Catholic</b>	<b>Christian</b>
	<b>Muslim</b>	<b>Other (please state)</b>	<b>Jewish</b>
			<b>None</b>
<p><b>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?</b></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>			
<b>Please return this sheet with your application form</b>			
Signed:			
Date:			

