



Kingswood College of Arts Application for Support Staff Appointment

Post Title:

Post Number:

Application for Employment - PART 1

CONFIDENTIAL

IMPORTANT - Please read carefully

Kingswood College of Arts is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The college seeks to ensure that the principles of fairness and equality of opportunity underpin all of its policies, procedures and practices. The college is committed to equal opportunities and welcomes applications from all sections of the community. No job applicant will be treated less favourably because of his/her:-

- disability;
- gender;
- sexuality;
- race, colour, nationality, ethnicity or national origins;
- religion or creed;
- marital status;
- responsibility for dependants;
- HIV or AIDS status;
- age (unless a statutory age requirement exists);
- home address;
- social or economic status;
- criminal record (except where relevant to the post or covered by statute).

To this end the application for employment form is divided into three parts:

Part 1 asks for personal information and information about your experience and qualifications for the job. It will be used by those involved in short-listing and will be matched against the person specification.

Part 2 asks for personal information to assist in equal opportunities monitoring. It will not be seen by those involved in the short-listing process.

Part 3 asks for criminal record information. Any information provided under this section will not be seen by the interviewing panel until after short-listing has taken place.

You must fully complete all sections of the application form. The college does not accept CVs, either on their own or accompanied by a partly completed application form. You may attach continuation sheets to your application form providing the form has been fully completed. You must ensure that your name is entered onto any additional sheets.

Any form of canvassing will automatically disqualify applicants.

The person dealing with this vacancy is: Telephone: **01482 879967**.

Please return all parts of the form by the closing date stated in the advert to:

**Kingswood College of Arts
Wawne Road
HULL
HU7 4WR**

Personal Details

Surname/Family Name:	Title (Mrs, Mr, etc):
First/Other Names:	
Address (including postcode):	Daytime Tel: Home Tel: Mobile:
Do you have a disability which might require an adaptation in the workplace? (see definition of disability on Page 2 of Part 2) If yes, please give details: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the post you are applying for is open to job sharing, would you like to job share it? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a possible job-share partner? If "Yes" please give name and address: Yes <input type="checkbox"/> No <input type="checkbox"/>	
How many days' absence have you had through illness in the last two years? (If you are currently unemployed, state the number of days absent in your last two years of employment) days	
In how many separate periods were the days' absence taken? <i>Please give reasons for any periods of absence lasting more than ten days:</i> periods	
Are you related to a councillor or senior officer of the Council or any member of the college's governing body? If "Yes" give name, position and nature of relationship: Yes <input type="checkbox"/> No <input type="checkbox"/>	
When could you commence a new appointment?	

References

Please give details of two people who can be contacted for a reference on your character and professional ability. If you are currently employed, one of these must be your present employer. If you are currently unemployed, please give details of your last employer. If you have never been employed, please give details of two people who know you well, but are not related to you.

Name:	Name:
Company & Position:	Company & Position:
Relationship (eg employer, former employer):	Relationship (eg employer, former employer):
Address:	Address:
Tel:	Tel:

The college will normally take up references before interview for short-listed candidates. If you are selected for interview, can we contact your referees at this stage? **YES/NO**

Present (or Most Recent) Employment

Name and Address of Employer

Post Title:

Full/Part-Time:

Age Range Taught:

Date of Appointment:

Responsibilities:

If this is your previous employer because you are currently unemployed, please give reason for leaving:

Previous Employment

Record all posts held, in chronological order. **Please explain any employment gaps.**

Name and address of Employer	Job title, salary and brief job details	Dates Employed	Reason for Leaving

Skills, Qualifications, Training

Include details of qualifications obtained and training received that are relevant to the post for which you are applying.

Educational, professional and vocational qualifications and training. Please state whether professional qualifications were obtained by examination or otherwise.	Dates studied		Date obtained	Grade/Level achieved.
	From	To		

This section need only be completed if driving is an essential requirement of the post. In the case of an applicant with a disability that prevents him/her from driving a motor vehicle, reasonable adjustment will be considered.

Do you have a full current driving licence? YES/NO

Do you have full access to a car/motorcycle? YES/NO

Do you have you any current penalty points? YES/NO

If yes, please give details:

Personal Statement

Please include any additional information that supports your application. This could include particular achievements in post; key skills or experience; sporting or extra curricular activities; voluntary or unpaid work; involvement with community groups/societies.

Declaration

I declare that the particulars I have given in all parts of this application are true, complete and correct. I accept that any false statement or material omission in any part of this form will normally lead to my being dismissed if appointed to the post. I also agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes as specified on page 2 of part 2 of this form and in relation to forming any contract of employment.

Signed: Date:

