

# Application for Employment

**Guidance notes to help complete this application form are included in your application pack. Please complete the application form fully, as it will be used to shortlist applicants against the person specification.**

**CVs and letters will not be seen by the recruiting panel.** Criminal convictions, references and equal opportunities information will be detached and retained by Human Resources, and will not be seen by the recruiting panel. The personal details page will not be seen by the recruiting panel at the short listing stage, but will be made available to them at interview. This information will be held in accordance with the Data Protection Act 1998.

**Please submit this form to:**

**Northampton College, Booth Lane, Northampton, NN3 3RF**

**Contact us:**

**Tel: 01604 734039 (Recruitment Line – Answer Phone)**

**Fax: 01604 734317**

**Web address: [www.northamptoncollege.ac.uk](http://www.northamptoncollege.ac.uk)**

**E-mail: [recruitment@northamptoncollege.ac.uk](mailto:recruitment@northamptoncollege.ac.uk)**

**Please contact us if you require any assistance in completing this form**

For our use only

Post ref:

Candidate number:



# Personal details

Post applied for:  Post Ref:

**1 Surname:**

**2 First Name(s):**

**Previous Surname:** (e.g. maiden name, deed poll)

**Preferred title:**  
 (Dr/Mr/Mrs/Miss/Ms/etc.)

**3 Address:**  
  
  
  
**Postcode:**

**4 Telephone No.:**  
**Home:**   
**Work:**   
**Mobile:**

**5 E-mail Address:**

**6 Do you require a permit/visa to work in the UK?** Yes  No

**7 Are you related to any member of the college Governing Body or employee?**  
Yes  No  If yes, please specify:

**8 How did you find out about this vacancy?**  
Newspaper (please specify)  Internal e-mail   
(please tick) (please tick)  
College website  Other   
(please tick) (please specify)

**9 Please specify any dates you would be unable to attend an interview:**

**10 Data Protection Act (1998)**  
Under the Data Protection Act (1998), the personal data you provide will be confidentially and securely held in manual and electronic formats and used for:  
(i) the purposes of the recruitment and selection process.  
(ii) to enable the college to monitor the effectiveness of current policies and assist with statistical returns.

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# Personal Development

## 12 Training and Development

Include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

Course	Outcome

## 13 Current Membership and Grade/Level of Professional Associations

Grade/Level	Association

## 14 Brief details of any publications, research and training courses undertaken

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# Teaching/Assessing

**15 APPLICABLE TO TEACHING, TRAINING AND ASSESSING POSTS ONLY**

**From September 2007, all teaching staff are required to have a teaching qualification, or be working towards one**

Do you have a degree?

Yes  No

What is your IfL membership number?

Do you have a teaching qualification or one that leads to QTS/QTLS/ATLS?

Yes  No

If yes, is this in:

Primary

Secondary

Further Education

What are your teaching qualifications? (please mark appropriate boxes)

PTLLS  CTLLS  DTLLS  PGCE  Cert. Ed  FAETEC (FE)

C&G 7407 Stage 1  C&G 7407 Stage 2  C&G 7407 Stage 3  Other

Please describe other category:

If you are studying for a teaching qualification please state the qualification and expected date of attainment.

Date: mm/yyyy

Teaching experience: please indicate level and/or responsibility points, etc.

Date started teaching mm/yyyy

Do you have experience of teaching Basic/Key Skills?

Yes  No

If yes, please state qualification/area. e.g. IT/Communication/Application of Numbers

Are you qualified to teach students with disabilities and learning difficulties (SLDD)?

Yes  No

What are your assessor/verification qualifications? (please mark appropriate boxes)

D32/33  D34  D35  D36

A1  V1  V2

If you are studying for an assessor/verifier qualification please state the qualification and expected date of attainment.

Date: mm/yyyy

Do you have experience of assessing/training in a commercial environment?

Yes  No

What languages are you fluent in, other than English?

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# Work History

## 16 Present/most recent employment

Job title:

Dates of employment:

From: mm/yyyy To: mm/yyyy

Name of employer:

Expected Salary:

Address:

Salary:

Period of notice required:

Main duties and responsibilities:

Reason for leaving/wishing to leave:

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Candidate number:



# Work History continued

## 17 Employment History

Please give details of all jobs held including part-time and voluntary work, within the last 5 years, starting with your most recent (please continue on a separate sheet if necessary):

Job title _____			
Name of employer _____	Dates of employment: From: mm/yyyy To: mm/yyyy	Salary _____	Reason for leaving _____
Main duties and responsibilities _____			

Job title _____			
Name of employer _____	Dates of employment: From: mm/yyyy To: mm/yyyy	Salary _____	Reason for leaving _____
Main duties and responsibilities _____			

Job title _____			
Name of employer _____	Dates of employment: From: mm/yyyy To: mm/yyyy	Salary _____	Reason for leaving _____
Main duties and responsibilities _____			

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# Experience

## 18 Experience:

You are invited to add below further relevant information in support of your application. Please refer to the Person Specification and describe how you meet the criteria, ideally by giving brief examples. (Please continue on a separate sheet if necessary.)

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# References

**19** Please indicate 2 people who can provide references – one of whom should be your present or most recent employer, the second should be the next most recent employer. If you have not worked due to being in education, then please provide names of your tutors.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Job Title: \_\_\_\_\_

Capacity in which known: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you give permission to take up references prior to an offer of employment being made?  
 (please tick) Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Job Title: \_\_\_\_\_

Capacity in which known: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you give permission to take up references prior to an offer of employment being made?  
 (please tick) Yes  No

**20** Please state if your referees have known you by another name:

\_\_\_\_\_

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# Equal Opportunities

## 21 Equal Opportunities Monitoring

Northampton College is committed as part of its Diversity and Inclusion Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, religion, religious belief, nationality, ethnic or national origins, disability, sex, sexual orientation, age or marital status or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. This procedure is regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of their merits and abilities.

One means of monitoring recruitment practice is by analysing data obtained from applicants for employment within the College. Your co-operation in providing the information on the Equal Opportunities monitoring form will be appreciated. Please be assured it will be treated confidentially and will contribute to the development of the future recruitment practices aimed at equality.

This monitoring information will be separated from your application form and will play no part in the short-listing and selection process.

Should your application be successful the monitoring information will be transferred to your personal record to enable the college to monitor employees' progress within the organisation.

Name:  Date of birth:

Gender: Male  Female  Unknown  Prefer not to say

Sexual orientation: Heterosexual  Bisexual  Gay  Lesbian  Prefer not to say

Marital status: Single  Married  Partnered  Widowed  Divorced  Unknown

### Disabilities:

If you feel that you have a substantial disability, which is likely to last for 12 months or longer please tick an appropriate yes box, alternatively please tick one of the other boxes.

Yes - prefer not to say  Yes - Learning difficulty  Prefer not to say   
 Yes - Physical impairment  Yes - Mental ill health  No  Unknown

If you have ticked a yes box, are there any arrangements that you would like us to make if you are shortlisted for interview?

For further information please contact Human Resources on 01604 734316. Thank you for your assistance.

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# Equal Opportunities

## 23 Equal Opportunities Monitoring - continued

Religion/Belief: Atheist/Non believer  Buddhist  Christian  Hindu   
 Islam/Muslim  Judaism  Sikhism  No religion  Other

Nationality: (please tick the box that describes your nationality)

African <input type="checkbox"/>	American <input type="checkbox"/>	Arabic <input type="checkbox"/>	Australian <input type="checkbox"/>
Austrian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Belgian <input type="checkbox"/>	British <input type="checkbox"/>
Bulgarian <input type="checkbox"/>	Canadian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Cypriot <input type="checkbox"/>	Czech Republic <input type="checkbox"/>	Dutch <input type="checkbox"/>	Estonian <input type="checkbox"/>
Finnish <input type="checkbox"/>	French <input type="checkbox"/>	German <input type="checkbox"/>	Ghanaian <input type="checkbox"/>
Greek <input type="checkbox"/>	Hungarian <input type="checkbox"/>	Icelandic <input type="checkbox"/>	Indian <input type="checkbox"/>
Irish <input type="checkbox"/>	Italian <input type="checkbox"/>	Kenyan <input type="checkbox"/>	Latin American <input type="checkbox"/>
Latvian <input type="checkbox"/>	Lithuanian <input type="checkbox"/>	Maltese <input type="checkbox"/>	New Zealand <input type="checkbox"/>
Norwegian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Polish <input type="checkbox"/>	Portuguese <input type="checkbox"/>
Slovakian <input type="checkbox"/>	Slovenian <input type="checkbox"/>	Spanish <input type="checkbox"/>	Swedish <input type="checkbox"/>
Unknown <input type="checkbox"/>	Other <input type="text"/>		

Ethnic background:

Asian or Asian British

Bangladeshi  
 Indian  
 Pakistani  
 Other Asian background (please specify)

Black or Black British

African  
 Caribbean  
 Other black background (please specify)

Chinese

Chinese  
 Another ethnic group (please specify)

Mixed

White and Asian  
 White and Black African  
 White and Black Caribbean  
 Any other mixed background (please specify)

White

British  
 Irish  
 Other European (please specify)  
  
 Other white background (please specify)

Prefer not to say  Unknown

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Post ref:

Candidate number:

# Criminal Convictions

## 24 Criminal convictions

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

We welcome applications from diverse candidates and if you disclose a conviction, this won't necessarily bar you from consideration for employment. Each case is looked at on its particular circumstances and background. For a copy of the Recruitment of Ex Offenders Policy, please go to [www.northamptoncollege.ac.uk](http://www.northamptoncollege.ac.uk).

Some jobs at the College involve contact and access to children, or vulnerable adults who require special support. If this relates to the role that you are applying for, you'll be required under the Rehabilitation of Offenders Act 1974 to agree to a criminal record check, carried out by the Disclosure & Barring Service (DBS) before your appointment is confirmed. If you've been convicted of a criminal offence at any time, or have ever been given a caution, bind over order or final warning this will also be included on the DBS check even if 'spent'.

If this applies to you, please provide us with details. Please note that civil offences such as parking fines or speeding offences don't need to be disclosed.

If you disclose an offence, a member of the Human Resources department will contact you to gather the details surrounding the offence. Any mitigating circumstances will be taken into account, such as how long ago the offence was committed, your age, and circumstances at the time. We'll then decide if this has an impact on your ability to carry out the role you've applied for and whether it should be disclosed to the recruitment panel.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the police for any offence? Yes  No

If yes, please complete the details below including any convictions and cautions, pending prosecutions, bind over orders, including the appropriate date, the offence and the court or police force that dealt with the offence.

*If necessary, continue on an additional sheet.*

Approximate date	Offence	Conviction or pending prosecution	Court or police force dealing with offence	Spent or unspent

I understand that the work I have applied for may be subject to a criminal record check from the Disclosure & Barring Service before an appointment is confirmed. I have read the notes above and I am aware that all convictions must be disclosed, if the post for which I am applying involves unsupervised access working with children under 18 years and/or vulnerable adults. I give my consent for the information to be shared with the Recruiting Manager and Human Resources.

Signature ..... Date .....

Full name .....

Failure to disclose criminal offences could lead to either your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you have had any criminal convictions. If you would like to discuss this further, please contact Human Resources on 01604 734204.

As a registered body of the Disclosure & Barring Service, we follow their guidelines.  
Should you require a copy, please go to [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/)

## 25 Declaration

I certify that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:  Date:

**For our use only**

Post ref:

Candidate number:



# Self-Declaration and Disclosure form

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## **Northampton College's Commitment**

Northampton College is committed to safeguarding and promoting the welfare of its students, and expects all staff, students, contractors and volunteers to share this commitment.

The College's predominant student cohort is young people (16-18 year olds) and, as such, it would be considered to be an establishment whereby staff regularly have the opportunity for contact with children and, additionally, some cohorts of staff will regularly have the opportunity for contact with vulnerable adults, placing the College within the definition of "Regulated Activity". As such, all job roles require DBS checks and all applicants are required to disclose any relevant cautions and convictions.

Northampton College complies fully with the DBS Code of Practice and has Disclosure and Barring Service registered body status (DBS) under section 120 of the Police Act 1997 (Registered Bodies) and recipients of Update Service information under section 116A of the Police Act 1997.

The Rehabilitation of Offenders Act 1974 ("1974 Act") primarily exists to support the rehabilitation into employment of reformed offenders.

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 Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK ([www.gov.uk](http://www.gov.uk)). However, please be advised that, as Northampton College sits within the definition "Regulated Activity", all shortlisted applicants are required to declare all cautions and convictions.

## **Purpose of the Self-Declaration form**

All shortlisted candidates are required to complete the following self-declaration form prior to any interview/selection processes.

You will need to declare any criminal convictions, adult cautions or other matters which may affect your suitability to work with children and/or vulnerable adults.

The purpose of a self-declaration form is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at the recruitment and selection stage, prior to the DBS certificate being received.

## **What we will do with your information**

Any disclosures made to the College will be considered as part of the recruitment and selection process. As part of this processes, a member of the Human Resources Team will contact you to gather the details surrounding the incident(s). Any mitigating circumstances will be taken into account, such as how long ago the offence was committed, your age, and circumstances at the time.

In the event that your application is successful, and you are offered a position at Northampton College, any information declared to the College as part of the self-declaration process, will be verified against the information provided on the DBS form.

Please be advised that, all offers of employment are subject to satisfactory pre-employment checks being completed, which includes the self-declaration and the DBS process. The College reserves the right to withdraw an offer of employment if the pre-employment checks have not been satisfactorily completed.

Data provided to the College will be held in accordance with Data Protection regulations and will be retained in accordance with the Colleges retention guidelines. You have the right of access to information held on you under the General Data Protection Act.

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**Post ref:**

**Candidate number:**



# Self-Declaration and Disclosure form

<p>1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	<p>No</p>	<p>Yes</p> <p>Please provide further information below</p>
<p>2. 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?</p>	<p>No</p>	<p>Yes</p> <p>Please provide further information below</p>
<p>3. Do you have any other cautions or convictions that would not be filtered?</p>	<p>No</p>	<p>Yes</p> <p>Please provide further information below</p>
<p>4. Are you included on the children's barred list</p>	<p>No</p>	<p>Yes</p> <p>Please provide further information below</p>
<p>5. Are you, or have you ever been prohibited from teaching?</p>	<p>No</p>	<p>Yes</p> <p>Please provide further information below</p>
<p>6. Are you currently subject to any sanction, or have you been barred or suspended from working with children and/or vulnerable adults, by a regulatory, professional or government body?</p>	<p>No</p>	<p>Yes</p> <p>Please provide further information below</p>

**For our use only**

**Post ref:**

**Candidate number:**



# Self-Declaration and Disclosure form

7. Have you lived outside of the UK for 3 months or more during the last 5 years?	No	Yes Please provide further information below
8. Are you subject to any sanctions relating to working with children and/or vulnerable adults in any country outside the UK?	No	Yes Please provide further information below
9. Are you known to the police and/or children's local authority social care?	No	Yes Please provide further information below
10. Have you ever been disqualified from providing childcare under the Childcare regulations 2006 Act?	No	Yes Please provide further information below

## Personal Declaration

I declare that the information I have provided in this disclosure is, at the time of completion, correct, and that I have not omitted anything that could be relevant to the appointment of someone who works with children and/or vulnerable adults. I am aware that the position that I am applying for will be subject to a criminal record check from the Disclosure & Barring Service (DBS).

I understand that the recruiting manager may be made aware of any relevant information that I have disclosed and that any disclosed information will be held on my personnel file, if my application is successful.

I accept that any failure to disclose criminal offences could lead to either my application being rejected, or if I have been appointed, to dismissal if it is subsequently learned that you have had any criminal convictions.

<b>Signature</b>	Please be advised that, if you are submitting this form with an electronic signature, you will also be required to physically sign a hard copy.
<b>Date</b>	

You will need to return this form to us at least one working day prior to the date of your interview. This will allow the College to consider any information provided to us, prior to your interview. The form should be returned to a member of the Human Resources team.

Please be advised that, the College reserves the right to withdraw the offer of an interview if you do not complete and return the form by this date.

Thank you for your interest in working with Northampton College

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