

Section A

Post Title:	Post No:
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PRESENT / MOST RECENT EMPLOYMENT

Name of Employer:			
Address:			
Postcode:			
Post Title:			
Grade & Salary:		Institute for Learning (IFL) Membership Number:	Grade:
Date appointed:		Date of leaving:	Notice period:
Main responsibility of your post:			
Reason for leaving / wishing to leave:			

PREVIOUS EMPLOYMENT Please indicate full or part-time employment, **most recent first**.

Dates From: DMY	Dates To: DMY	Name and Address of Employer:	Position held:	Salary:	Reason for Leaving:

Continued overleaf



City College Brighton and Hove is committed to equal opportunities.



INVESTOR IN PEOPLE

PREVIOUS EMPLOYMENT (cont.) Please indicate full or part-time employment, **most recent first.**

Dates From: DMY	Dates To: DMY	Name and Address of Employer:	Position held:	Salary:	Reason for Leaving:

EMPLOYMENT REFERENCES

Three references required (Not relatives or friends). One of which must be your most recent/present employment.

1. Name:	2. Name:	3. Name:
Company:	Company:	Company:
Address:	Address:	Address:
Position:	Position:	Position:
Relationship (e.g. Manager):	Relationship (e.g. Manager):	Relationship (e.g. Manager):
Telephone:	Telephone:	Telephone:
Email:	Email:	Email:
Fax:	Fax:	Fax:

Please select yes or no below to indicate which referees **may** be approached before interview:

1		2		3	
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EDUCATION (Including any training received)

School/College/University:	Full/Part Time:	Qualifications Gained:	Relevant Dates:

RELEVANT EXPERIENCE Please give details of your present duties and any previous experience relevant to the post (continuation sheet may be used).

Please ensure that you describe the skills, knowledge and experience that you have gained which meet those required in the person specification. These may have been gained in your current or previous employment, education, training, voluntary, community or leisure interests.

Please do not attach your CV.

Mark any additional sheets with the reference number from the front of the application form, **not your name**.

MEMBERSHIPS OF PROFESSIONAL BODIES

Date:	Organisation:	Level of Membership:

LANGUAGES

We occasionally need to call on speakers of foreign languages to act as interpreters. If you speak any foreign languages and would be willing to be contacted in an emergency, please list the languages and the level.

LANGUAGE	ORAL <i>please classify as basic, fair, good or fluent</i>	WRITTEN	READING	LANGUAGE	ORAL <i>please classify as basic, fair, good or fluent</i>	WRITTEN	READING

LEISURE ACTIVITIES OR HOBBIES:

How did you first hear about the vacancy?

EQUAL OPPORTUNITIES

City College Brighton and Hove is committed to Equal Opportunities. Section A of the application form does not contain any questions relating to name, address, place of birth/nationality, age or disability; these appear on Section B.

Information provided in Section B does not form any part of the shortlisting process. It will be kept separately from section A and is used only to monitor the effectiveness of the College's Equal Opportunity Policy. The official reference number on the face of each form ensures the relationship between the documents.

If you are offered an appointment, this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

Please return your completed form to:

Recruitment Department, HRM, City College Brighton and Hove, Pelham Street, Brighton, East Sussex BN1 4FA

Telephone: 01273 667788
24 hour answer phone: 01273 667701
Fax: 01273 667718
Email: jobs@ccb.ac.uk

Data Protection

The information provided in this form will be used in the recruitment process and may form the basis of some HRM records for the successful candidates. Occasionally we are asked to provide details of staff qualifications to external organisations as part of standards and quality assessment and monitoring and for bids for funding.

If you do not wish your details to be submitted, **please type** No here:

Should you be unsuccessful in the selection process, records will be kept for six months and then destroyed.

City College Brighton and Hove has a no smoking policy.

Section B

PERSONAL DETAILS

This sheet will be separated from your application and will play no part in the selection process.

Post Title:		Post No:	
Surname:		Title: Mr, Mrs, Miss, Ms	
First Names:			
Please state any previous surname(s) by which you have been known in order to assist with the taking up of references:			
Address:		Do you have a current driving licence? Yes / No (delete as appropriate)	
Post Code:		Email:	
Telephone:	Home:	Daytime:	Mobile:
National Insurance Number:		If teaching, please state DFE Ref number:	
Are you:	Male / Female (delete as appropriate)	Date of Birth	Age:

Do you consider yourself to have a disability? Yes No

This question is asked to ensure that individuals with disabilities receive the opportunity of an interview if they meet the key requirements for the post. If you have answered yes to the above question, could you please give details on a separate sheet including any practical steps which we should take into account when arranging an interview.

HEALTH Please state reasons and periods of sickness in the last 2 years

Please mark in the box that you consider to be your ethnic origin. This information will be used to assess the response to the advertisement and to track the College's Equal Opportunities Policy.

White: Black African: Chinese: Other:
Pakistani: Black Caribbean: Bangladeshi: Refusal:
Indian: Black Other:

Please state your nationality: _____

Relationship to Members of the Corporation or anyone employed by the College. Enter NONE if no relationship exists.

I authorise City College to store and process the personal information contained in this form for the purposes of arriving at a selection decision and for sensitive data to be processed for the purposes of equal opportunities monitoring.
I confirm that the information given in this form is true and complete. I understand and accept that any false or misleading statement may disqualify my application or if appointed be grounds for summary dismissal.

Signed..... Date.....

City College Brighton and Hove is committed to equality of opportunity and is concerned that employment related decisions are made with regard only to the requirements of the job. To ensure that applicants are treated fairly and that there is no evidence of discrimination, employment decisions are monitored. Thank you for your co-operation. Please ensure you return this sheet together with your application form.