

APPLICATION FOR EMPLOYMENT

Please read the following information before completing your application form.

EQUALITY OF OPPORTUNITY

Section A does not form any part of the short-listing process, this section is kept separately from Section B and is used to assess the response to the advertisement and to monitor the effectiveness of the College's Equality & Diversity Policies. Therefore, Section B of the application form does not contain any questions relating to name, address, nationality, age, disability, sexual orientation, religion or belief. 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.

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

SAFEGUARDING

City College Brighton and Hove is an equal opportunities employer and is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and enhanced CRB clearance and if employed attend appropriate training.

Please return your completed form by email to: jobs@ccb.ac.uk or by post to Recruitment Department, City College Brighton and Hove, Pelham Street, Brighton, East Sussex BN1 4FA.

Main switchboard: 01273 667788

Fax: 01273 667718

Recruitment Line: 01273 667701

Email: jobs@ccb.ac.uk



**INVESTORS
IN PEOPLE**

City College Brighton and Hove is committed to equal opportunities.

Section A: PERSONAL DETAILS

Section A 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:			
Any previous surname(s)			
Address:			
		Post Code:	
Email:			
Telephone:		Mobile:	
National Insurance Number:			

GENDER: Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>	Date of Birth:	Age:
(delete as appropriate)		

SEXUAL ORIENTATION: <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Gay	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual
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DISABILITY:

Do you consider yourself to have a disability?

- | | |
|--|--|
| <input type="checkbox"/> Yes Prefer not to say (1) | <input type="checkbox"/> No (3) |
| <input type="checkbox"/> Yes Physical or sensory impairment (2) | <input type="checkbox"/> Prefer not to say (6) |
| <input type="checkbox"/> Yes Learning difficulty (inc. dyslexia) (4) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Yes Mental Health difficulties (5) | |

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.

RELIGION OR BELIEF

- | | | | | | |
|----------------------------------|--|---|--------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Atheist | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Other – please state _____ | | | |

ETHNICITY

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 Opportunity & Diversity Policy.

White

- White English/Welsh/Scottish/
Northern Irish/British (23)
- White Irish (24)
- Other European White (26)
- Gypsy or Irish Traveller (27)
- White – any other (25)

Asian/Asian British

- Chinese (10)
- Bangladeshi (11)
- Indian (12)
- Pakistani (13)
- Other Asian
background(14)

Mixed/multiple ethnic groups

- White and Asian (19)
- White and Black African (20)
- White and Black Caribbean (21)
- Other mixed/multiple ethnic
background (22)

Black/African/Caribbean/British Black

- African (15)
- Caribbean (16)
- Other African/Caribbean/black
background(17)

Other ethnic group

- Arab (96)
- Prefer not to say (97)
- Any other ethnic group(98)

Please state your nationality:

Are you eligible to live and work in the UK? (You will be asked for proof) Yes No

Information about visas: If you are from the European Union, you are able to work in the UK. For those from outside the EU, you will need to check that your visa allows you to work. We advise that you contact the UK Borders and Immigration Agency to find out. City College Brighton and Hove is not able to sponsor working visas.

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

How did you first hear about the vacancy? (If internet, please detail which website)

EMPLOYMENT REFERENCES To ensure that we fully adhere to the Every Child Matters policy, an essential part of our recruitment process is to complete all pre-employment checks prior to making an offer of employment. This includes the receipt of 4 satisfactory references. To help us get these references as speedily as possible please complete the following four references with as much information as you can.

Four references required, one of which must be your most recent or present employer.

Referees cannot be relatives or friends.

Referee 1 (Present or most recent)	Referee 2	Referee 3	Referee 4
Name:	Name:	Name:	Name:
Job Title:	Job Title :	Job Title:	Job Title:
Work Relationship (e.g. Manager):	Work Relationship (e.g. Manager):	Work Relationship (e.g. Manager):	Work Relationship (e.g. Manager):
Company:	Company:	Company:	Company:
Address:	Address:	Address:	Address:
Telephone:	Telephone:	Telephone:	Telephone:
Email:	Email:	Email:	Email:
Fax:	Fax:	Fax:	Fax:

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

1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	3	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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.....

Office Use Only:

Section B

Applicant to complete –
Post Title:

Applicant to complete
–
Post No:

PRESENT / MOST RECENT EMPLOYMENT

Name of Employer:			
Post Title:			
Salary:			
Date appointed:		Date of leaving or Notice Period:	
Main responsibility of your post:			
Reason for leaving / wishing to leave:			

PREVIOUS EMPLOYMENT

Please start with your most recent employment and ensure that you provide information of any gaps you may have had in employment

Dates From: DMY	Dates To: DMY	Name of Employer:	Position held:	FT or PT:	Salary:	Reason for Leaving:

QUALIFICATIONS AND EDUCATION (Including any relevant training)

In line with our Skills for Life strategy we require information on all staff qualifications in Maths and English. Please note that if you do not hold these qualifications this will not automatically disqualify you from employment. Examples of recognised qualifications are:

- O level or GCSE English or Maths Grade C or above
- Adult Literacy and Numeracy Level 2
- Key Skills Level Communication or Application of Numbers

School/College/University:	Qualifications Gained:	Grade where applicable:	Relevant Dates:
All applicants to complete this section			
	English / Literacy		
All applicants to complete this section			
	Maths / Numeracy		
Applicants for teaching posts to complete this section			
	Teaching Qualifications (eg PGCE, CertEd, 7407 etc)		
Other relevant qualifications & education			

MEMBERSHIPS OF PROFESSIONAL BODIES

All teaching staff are required to register with the IFL (Institute for Learning).

If you are applying for a teaching post, please ensure that you have registered and note the details below.

Date:	Organisation:	Level of Membership:	Membership No:

RELEVANT EXPERIENCE Please give details of your present duties and any previous experience relevant to the post

Please refer to the essential and desirable criteria on the job accountabilities and describe the skills, knowledge and experience that you have gained which meet those required in the person specification. **It may be helpful to include each of the essential (and desirable if applicable) criteria as a heading to demonstrate your experience in full.** These may have been gained in your current or previous employment, education, training, voluntary, community or leisure interests. This forms the basis of our short-listing process.

Please do not attach your CV – it will not be included in the short-listing process.