

# Application for Employment

Please use black ink or type



## PERSONAL DETAILS

Post applied for:	
Dr / Mr / Mrs / Ms / Miss (delete as appropriate) Surname	First name(s):
Address:	
Postcode:	
Home tel. no:	Mobile tel no:
e-mail address:	National Insurance No:
<b><i>For teaching posts only</i></b>	
Are you a qualified teacher? Yes / No	
If yes, please state DfE no:	
Do you have QTS status? Yes / No	

## EDUCATION AND QUALIFICATIONS

*Please list all qualifications obtained. (Secondary School examinations, NVQ's, City and Guilds, degrees, diplomas, professional qualifications, teaching qualifications, etc).*

Establishment	Dates of Attendance		Subjects studied / Level	Qualifications / Grade
	From (mm/yy)	To (mm/yy)		

Please continue on a separate sheet if necessary

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Body	Date obtained	Membership Details (e.g. membership no, or level obtained)

**TEACHING POSTS ONLY**

Main teaching subject(s) offered:

Subsidiary subject(s) which you could offer (if any):

**EMPLOYMENT RECORD – PRESENT EMPLOYMENT**

Employer's name and address	Position held	
	Date Appointed	
	Current Salary	
	Notice Period	

**PREVIOUS EMPLOYMENT**

Employer (most recent first)	Position Held	Dates		Final Salary	Reason for Leaving
		From (mm/yy)	To (mm/yy)		

*Please continue on a separate sheet if necessary*

**If there are any gaps in your education or employment history, please explain them here. Any gaps which have not been accounted for may prevent you from being shortlisted.**

## **PERSONAL STATEMENT**

Using the person specification and job description, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying for and interest in this position. Please continue on a separate sheet if necessary.

## ENTITLEMENT TO EMPLOYMENT

A document showing your National Insurance number, birth certificate, passport or other proof of your entitlement to work in the UK **will be required at interview**. Only original documents will be accepted.

Are you a British Citizen or EU National?

Yes

No

If no, please tick the box that applies to you:

I have unrestricted leave to work in the UK

I am an overseas student or visitor with evidence of entitlement to work in the UK

I am subject to Work Permit provisions

Please note teaching in non-compulsory education is not deemed a shortage occupation by the Home Office. Therefore, it is unlikely that a work permit application would be successful if required.

## CRIMINAL CONVICTIONS

We will apply for an Enhanced Disclosure from the Disclosure & Barring Service prior to appointment for all posts. Further information about the Disclosure scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs). Successful applicants for most posts are exempt from the Rehabilitation of Offenders Act 1974 and will be required to declare any convictions, cautions, reprimands or final warnings which would not be filtered in line with current legislation.

Do you have any criminal convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

YES

NO

If 'yes', please give details of the conviction(s) and the date(s) on a separate sheet, in a sealed envelope marked for the attention of the HR Director, and attach it to this form.

If you are related to **any member of staff or Governor** at this College, please state their name(s) and their relationship to you.

Is a member of College staff recommending you to Portsmouth College? If so, please state their name:

Where did you see this vacancy advertised?

### DATA PROTECTION ACT 2018 – PRIVACY NOTICE

Portsmouth College will use the information provided by you and by third parties (such as referees) to process your application and potentially your future employment. All such information will be held securely and processed in accordance with the Data Protection Act. You can learn more about how we process your personal information by reading our Privacy Notice for Staff, available online at <http://www.portsmouth-college.ac.uk/privacy/>

### REFERENCES

We do not appoint any applicant without first obtaining two satisfactory appropriate references. One referee **must** be your current or most recent employer, the other someone who has known you in a professional capacity. Relatives cannot be named as referees. **In the case of an academic appointment, the referee must always be the Principal or Head Teacher.**

Before listing a referee, you **must** check that they are willing to provide a reference for you and that they would not object to this reference being released to us on request, in accordance with the Data Protection Act.

References **WILL** be taken up before interview. If you do not wish us to contact your referees prior to interview, please indicate by ticking the boxes below.

Reference 1	Reference 2
Organisation	Organisation
Name	Name
Job Title	Job Title
Work Address	Work Address
Telephone Number:	Telephone Number:
Email:	Email:
Please do not take up this reference prior to interview <input type="checkbox"/>	Please do not take up this reference prior to interview <input type="checkbox"/>

## DECLARATION

I hereby certify that the information provided on this form is true and correct to the best of my knowledge. I understand that the provision of false or misleading statements and/or withholding material information may result in disciplinary action being taken against me and this could lead to my dismissal from employment. Typing your name below will be used as your electronic signature.

Signature:

Date:

Please return this completed form to: HR Department, Portsmouth College, Tangier Road, Portsmouth, Hampshire, PO3 6PZ. Tel: 023 9234 4400

Alternatively, this form can be sent as an attachment to [personnel@portsmouth-college.ac.uk](mailto:personnel@portsmouth-college.ac.uk). Please ensure that any additional attachments detailing your supporting statement, etc, are clearly marked with your name. Thank you.

Further details about Portsmouth College can be found on our website at <http://www.portsmouth-college.ac.uk>

Portsmouth College – Appreciate the Difference

We strive for equality throughout the College and welcome applications from all individuals regardless of gender, disability, age, ethnicity, sexual orientation or faith. We are committed to safeguarding and promoting the welfare of children and vulnerable adults. The successful applicant will be required to undertake an enhanced DBS check



**EQUALITY AND DIVERSITY MONITORING FORM**

Through the adoption of our Equality and Diversity Policy for Employment, Portsmouth College is fully committed to ensuring equality of opportunity for all existing and potential staff. This commitment is demonstrated through our recruitment process and embedded within our employment practices.

Portsmouth College welcomes applicants from people of all backgrounds. In order to help us to monitor the effectiveness of our policy please answer the equality monitoring questions contained within this form.

Information on this form will be used solely for the purposes of monitoring. This form will be separated from your application as soon as it is received by the HR Department. Once the recruitment process is completed, the data will be stored for a maximum of 12 months and then destroyed. If you are a successful candidate this information will be retained.

**THIS FORM WILL BE KEPT SEPARATE FROM THE MAIN APPLICATION AND  
WILL NOT FORM ANY PART OF THE RECRUITMENT AND SELECTION  
PROCESS**

Portsmouth College will treat all diversity monitoring information confidentially; no individual will be publicly identified in any way. The data will be analysed and used to detect, measure and remove any barriers affecting specific groups in our procedures and policies for recruitment, terms and conditions, training and promotion.

<b>Name of applicant:</b>	<b>Post Applied for:</b>
<b>How did you find out about this vacancy? (e.g. website, social media, etc) please specify:</b>	

**1. What is your ethnic group?**

(Choose ONE from section A to F and then tick the appropriate box.)

<b>A. White</b>	<b>B. Mixed Heritage</b>	<b>C. Asian or Asian British</b>
British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
English <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Welsh <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Irish <input type="checkbox"/>		
Scottish <input type="checkbox"/>		

Any other White background – please write in <input type="text"/>	Any other Mixed background – please write in <input type="text"/>	Any other Asian background – please write in <input type="text"/>
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<b>D. Black or Black British</b>		<b>E. Chinese or other Ethnic Group</b>		<b>F. Prefer not to say</b>	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
African	<input type="checkbox"/>				
Any other Black background – please write in <input type="text"/>		Any other Black background – please write in <input type="text"/>			

**2. Do you consider yourself to have a disability or long term health condition?**

Yes  No  Prefer not to say

**What is the effect or impact of your disability or health condition?**

**Do you require any adjustments in order to overcome specific barriers and give of your best at Portsmouth College?**

**3a. Would you describe yourself as:**

Male  Female  Prefer not to say

**3b. Is your gender identity the same as the gender you were assigned at birth?**

Yes  No  Prefer not to say

**3c. Do you live and work all the time in the gender role opposite to that assigned at birth?**



Yes  No  Prefer not to say

**4. What is your sexual orientation?**

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / Lesbian	<input type="checkbox"/>
Heterosexual / Straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

**5. What is your marital status?**

Single / not married	<input type="checkbox"/>
Married / civil partnership	<input type="checkbox"/>
Partner / cohabiting	<input type="checkbox"/>
Separated	<input type="checkbox"/>
Divorced	<input type="checkbox"/>
Widowed	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

**6. What is your date of birth?**

**7. Please tick the box that best describes you**

Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jew	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion or belief (please state)	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

***Thank you for completing this form***