

# VARNDEAN COLLEGE CONFIDENTIAL APPLICATION FOR EMPLOYMENT

**Varndean College will, through the quality of its provision and support for a diverse community, encourage and inspire all its students to fulfil their potential.**

Post applied for: .....

Please state where you saw the advertisement: .....

PERSONAL DETAILS	
Surname:	First Names: Title:
Address:  Post Code:	
Daytime Tel No:  Evening Tel No:  Mobile No:  E-Mail Address:  National Insurance No:	Do you hold a current driving licence? Yes: <input type="checkbox"/> No: <input type="checkbox"/>  For teaching posts only: Are you a qualified teacher? Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If yes, please provide DfES ref. number:

EDUCATION AND PERSONAL TRAINING				
Secondary / Further Education				
Establishment attended: (most recent first)	Dates:		Courses / Subjects:	Qualifications gained: (evidence may be required of any qualifications relevant to salary calculations)
	FROM	TO		

Higher Education						
College / University attended (most recent first)	Dates		F/P Time	Qualifications gained:	Class of Degree:	Date of Award
	FROM	TO				

PRESENT OR MOST RECENT EMPLOYMENT	
Name and Address of employer:	Places of work: (if different)
Job Title:	Annual Salary:
Date of Appointment:	Date of Leaving: (if applicable)
Full time or Part time:	Period of Notice required:
Please describe the responsibilities of your present job:	
Reason for leaving:	

PREVIOUS EMPLOYMENT (OTHER THAN PRESENT – WITH MOST RECENT FIRST)				
From	To	Name and Address of Employer:	F/P Time:	Description of Post:

FURTHER SUPPORTING INFORMATION
<p>PLEASE OUTLINE YOUR EXPERIENCE, SKILLS AND ABILITIES WHICH ARE PARTICULARLY RELEVANT TO THE POSITION AND WHICH MEET THE REQUIREMENT OF THE JOB DESCRIPTION AND PERSONAL SPECIFICATION FOR THE POST. <b>(YOU ARE INVITED TO ATTACH SEPARATE A4 SHEETS COVERING THESE ISSUES):</b></p>

CONTINUING PROFESSIONAL DEVELOPMENT		
Organising Body / Course Title:	Qualifications gained (where appropriate)	Date Awarded:

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS		
Name of Body:	Membership Status:	Date Awarded:

REFERENCES	
<p><b>REFERENCES WILL NORMALLY BE TAKEN UP FOR SHORT LISTED APPLICANTS ONLY. PLEASE GIVE DETAILS OF TWO REFEREES, ONE OF WHOM SHOULD BE (IF POSSIBLE) YOUR MOST RECENT EMPLOYER. PLEASE ENSURE YOUR REFEREES ARE IN A POSITION TO RESPOND PROMPTLY.</b></p>	
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email:	Email:
<p><b>IF YOU DO NOT WISH THE COLLEGE TO CONTACT YOUR CURRENT EMPLOYER FOR A REFERENCE PRIOR TO THE INTERVIEW PLEASE TICK THIS BOX. <input type="checkbox"/></b></p>	

**HEALTH CHECK**

**HOW MANY DAYS OF ABSENCE HAVE YOU HAD FROM WORK DURING THE PAST 3 YEARS? IF NONE ENTER 0.**

**PLEASE GIVE REASONS FOR ABSENCE. IF YOU WISH, YOU MAY GIVE REASONS IN CONFIDENCE TO THE HR ADVISOR IN A SEALED ENVELOPE.**

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**GIVE REASONS (IN CONFIDENCE AS ABOVE IF YOU WISH) FOR ANY MEDICAL CERTIFICATES RECEIVED DURING THE PAST 3 YEARS.**

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**THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT HEALTH QUESTIONNAIRE.**

**DISCLOSURE OF CRIMINAL BACKGROUND**

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES  NO

IF YES, PLEASE PROVIDE DETAILS ON A SEPARATE SHEET OF PAPER. IF YOU WISH, THESE MAY BE GIVEN IN CONFIDENCE TO THE PRICIPAL IN A SEALED ENVELOPE. ANY INFORMATION PROVIDED WILL BE TREATED IN STRICTIST CONFIDENCE.

BEFORE ANY PERSON IS APPOINTED TO A POST WHICH INVOLVES SUBSTANTIAL ACCESS TO CHILDREN THE COPREATION HAS A DUTY TO MAKE A POLICE CHECK WITH THE CRIMINAL RECORDS BUREAU FOR ANY CRIMINAL CONVICTIONS WHICH WOULD MAKE IT UNDESIRABLE FOR THE PERSON TO WORK WITH CHILDREN. BECAUSE OF THE NATURE OF THIS POST YOU ARE NOT ENTITLED TO WITHHOLD INFORMATION ABOUT CONVICTIONS WHICH, FOR OTHER PURPOSES, ARE 'SPENT' UNDER THE PROVISIONS OF THE REHABILITATION OF OFFENDERS ACT 1974.

**REFERENCES**

I DECLARE THAT THE INFORMATION GIVEN IS CORRECT. I UNDERSTAND THAT SEEKING TO INFLUENCE AN EMPLOYEE OR MEMBER OF THE BOARD OF VARNDEAN COLLEGE WITH REGARD TO MY APPLICATION OR FAILURE TO DISCLOSE ANY INFORMATION RELATING TO CRIMINAL CONVICTIONS AS EXPLAINED BELOW, OR PROVIDING FALSE STATEMENTS WILL DISQUALIFY MY APPLICATION OR RESULT IN DISMISAL WITHOUT NOTICE.

I ACCEPT THAT THE APPOINTMENT IS SUBJECT TO CHECKS WITH THE CRIMINAL RECORDS BUREAU AND I AGREE TO THE COLLEGE UNDERTAKING SUCH CHECKS IF I AM OFFERED THE POST.

I AGREE TO VARNDEAN USING THE PERSONAL DATA CONTAINED WITHIN THIS FORM TO PROCESS MY APPLICATION FOR THE POST.

SIGNED: ..... DATE: .....

**ALL DOCUMENTS RELATING TO RECRUITMENT WILL BE KEPT FOR 6 MONTHS AND THEN DESTROYED.**

**PLEASE RETURN THIS FORM TO:**

The Human Resources Department, Varndean College, Surrenden Road, Brighton, East Sussex, BN1 6WQ  
Tel: 01273 508011  
Fax: 01273 542950  
E-Mail: [hr@varndean.ac.uk](mailto:hr@varndean.ac.uk)

ITS RECEIPT WILL NOT BE ACKNOWLEDGED BUT YOU WILL BE INFORMED OF THE OUTCOME OF YOUR APPLICATION. FURTHER DETAILS ABOUT VARNDEAN COLLEGE CAN BE FOUND ON OUR WEBSITE AT <http://www.varndean.ac.uk>

# VARNDEAN COLLEGE

## EQUAL OPPORTUNITIES – RECRUITMENT MONITORING FORM

**PLEASE BE ASSURED THAT THIS INFORMATION IS NOT REQUIRED AS PART OF THE SELECTION PROCESS AND WILL NOT BE MADE AVAILABLE TO THOSE PERSONS ASSESSING CANDIDATES AND MAKING APPOINTMENTS.**

### EQUALITY AND DIVERSITY IN EMPLOYMENT PROCEDURE

TO MEASURE THE EFFECTIVENESS OF ITS QUALITY AND DIVERSITY POLICIES, VARNDEAN COLLEGE NEEDS TO CARRY OUT DETAILED MONITORING OF THE WHOLE OF THE RECRUITMENT PROCESS. YOU ARE, THEREFORE, ASKED AS A CANDIDATE FOR APPOINTMENT TO COMPLETE THIS PART OF THE APPLICATION FORM IN ORDER THAT WE CAN COLLATE INFORMATION REGARDING AGE, GENDER, ETHNIC ORIGIN, ACADEMIC ACHIEVEMENT, DISABILITY AND RELIGION OF ALL APPLICATIONS FROM ALL APPLICANTS TO ASSIST US IN CHECKING THAT CANDIDATES RECEIVE FAIR AND EQUAL TREATMENT AT ALL STAGES.

### PERSONAL DETAILS

Surname:	First Names:	Title:	Date of Birth:
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### AGE GROUP

18-25		26-30		31-40		41-50		51-65		65+	
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### GENDER

MALE		FEMALE		NATIONALITY	
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### ETHNIC ORIGIN

ASIAN OR ASIAN BRITISH – BANGLADESHI		MIXED – WHITE AND ASIAN	
ASIAN OR ASIAN BRITISH – INDIAN		MIXED – WHITE AND BLACK AFRICAN	
ASIAN OR ASIAN BRITISH – PAKISTANI		MIXED – WHITE AND BLACK CARIBBEAN	
ASIAN OR ASIAN BRITISH – OTHER		MIXED – OTHER	
BLACK OR BLACK BRITISH – AFRICAN		WHITE – BRITISH	
BLACK OR BLACK BRITISH – CARIBBEAN		WHITE – IRISH	
BLACK OR BLACK BRITISH – OTHER		WHITE – OTHER	
CHINESE		ANY OTHER	
		NOT KNOWN / NOT PROVIDED	

### ACADEMIC ACHIEVEMENT

GCSE		GNVQ		A-LEVEL		HND / HNC	
DEGREE		POST GRADUATE		NO FORMAL QUALIFICATIONS		OTHER:	

### DISABILITY

Do you consider yourself to have a disability?	Yes		No	
If YES, please indicate whether you would need any particular arrangements to be made, or support provided, if you were invited for interview / offered the post.				

### RELIGION

ATHEIST		BUDDHIST		CHRISTIAN		HINDU	
JEWISH		MUSLIM		SIKH		N/A	
OTHER							

### POSITION APPLIED FOR

SENIOR MANAGER		MIDDLE MANAGER		FULL TIME	
TEACHER		SUPPORT STAFF		PART TIME	