

JOHN LEGGOTT COLLEGE

APPLICATION FOR EMPLOYMENT



Applicants are required to complete all parts of this application form, we are unable to accept CVs are not acceptable.

Position applied for:

Part 1 Personal information and declaration (confidential)

Full name and title			
Address & postcode	Contact details Contact Number: Email address:		
National Insurance Number	Are you entitled to work in the UK Yes No		
DfE/TRN Registration No.			
When would you commence work if appointed?			

How did you learn of this vacancy?		
Do you hold a current driving licence?	YES	NO
Any endorsements (if YES) give details:	YES	NO
Do you have a regular use of a motor vehicle?	YES	NO
Are you related to any member of College Staff or Governor of John Leggott College. <i>If YES please give name and relationship:</i>	YES	NO

EQUALITY, DIVERSITY AND INCLUSION POLICY: John Leggott College is working towards a positive policy of equal opportunity. The College aims to end discrimination wherever it may exist. All disabled applicants who meet all the essential criteria of the person specification will be invited to interview.

DISABILITY CONFIDENT

Do you have a disability you wish us to know about at this stage?	YES	NO
Are you seeking an interview under the disability symbol scheme?	YES	NO

Will you need any assistance at interview e.g. sign language, interpreter, access to buildings? (if YES please specify your actual need below.	YES	NO

DBS AND OTHER PRE-EMPLOYMENT CHECKS

Please note that in the event of you being offered the position with John Leggott College, the offer will be subject to proof of qualifications, a satisfactory DBS disclosure, medical clearance and receipt of satisfactory references.

DATA PROTECTION ACT 1998

From time to time the information contained in this application may be processed for the purposes of monitoring and statistical analysis, including the processing of sensitive personal data as defined in the Data Protection Act. In applying for this post you are giving consent to that process. This information may be retained by the College for a period of 12 months or longer if appointed.

DECLARATION

PREVIOUS CONVICTIONS

The post you have applied for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. You are therefore required to declare any previous convictions, bound over orders or cautions which for other purposes are 'spent' under the provisions of the Act. This information will not automatically preclude you from employment. Any information given will be treated as confidential. **Please state brief details below.**

I understand that if I am offered a post the information submitted in my application will form the basis of my contract of employment with John Leggott College and that if it is subsequently discovered that I have wilfully or negligently given false information, or withheld information, I will be liable to immediate dismissal. I understand that canvassing in any form is forbidden, either directly or indirectly and will automatically invalidate my application. I certify that all statements made on this form and any attached papers are, to the best of my knowledge and belief, correct.

Signed

Date

Position applied for:

Part 2 Current & Previous Employment, Education, Qualification & professional bodies.

CURRENT/MOST RECENT POST

Title of current/most recent post

Name & address of employer

Brief description of your main duties and responsibilities
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Dates from (mm/yy)

Dates to (mm/yy)

Present/last salary

Number of hours

Notice required OR date left

Reason for leaving or seeking alternative employment
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PREVIOUS EMPLOYMENT (please list in date order with most recent first)

Name & address of employer	
Title of post, brief description & salary	
Dates from and to (mm/yy)	
Reason for leaving	

Name & address of employer	
Title of post, brief description & salary	
Dates from and to (mm/yy)	
Reason for leaving	

Name & address of employer	
Title of post, brief description & salary	
Dates from and to (mm/yy)	
Reason for leaving	

Name & address of employer	
Title of post, brief description & salary	
Dates from and to (mm/yy)	
Reason for leaving	

OTHER EXPERIENCE (include any unpaid/voluntary work)

From (mm/yy)	To (mm/yy)	Position Held/Title	Employer	Salary (if applicable)

ANY GAPS IN EMPLOYMENT

From (mm/yy)	To (mm/yy)	Reason

EDUCATION (Successful applicants must be prepared to produce evidence of qualifications held)

Give details of Secondary Schools, College and Universities attended including dates and any other Certificates, Diplomas or Degrees

From (mm/yy)	To (mm/yy)	Secondary School/College/University attended	Qualifications Obtained (including grade)

COURSES ATTENDED – Please give details of courses attended which have not led to a qualification. Please include dates, nature, duration and name of organising body

Course Title & Name of Provider	Date

MEMBERSHIP OF PROFFESIONAL/TECHNICAL BODIES

Professional Body	Membership Number	Date(s)	Grade(s)

Part 3 Supporting Statement

SUPPORTING STATEMENT

Please briefly explain why you feel you are suitable for this post, how you meet the person specification for the role and what you would wish to contribute to the college. Also include details of any special interests and experience which may be relevant to this application including outside activities and voluntary work. Please note a Curriculum Vitae is not acceptable.

Continued...

Part 4 REFEREES

REFEREES

Please give names and addresses of two people who can be asked for information about you. If you are currently employed one of these should be your employer. If you are not currently employed, please give a previous employer. If you have not had previous employment, please give someone as a referee who has known you for at least two years. If possible, your references should cover the past five years – please give contact details of any additional referees below

Referee 1

Name	
Address	
Telephone Number	
Email address	
In what capacity do you know the referee	
Contact prior to interview?	

Referee 2

Name	
Address	
Telephone Number	
Email address	
In what capacity do you know the referee	
Contact prior to interview?	

Additional referee if required

Name	
Address	
Telephone Number	
Email address	
In what capacity do you know the referee	
Contact prior to interview?	

Thank you for completing the application form. Please return your completed application form

By email to : humanresources@leggott.ac.uk

OR

By post to: Human Resources, John Leggott College, West Common Lane, Scunthorpe, North Lincolnshire DN17 1DS