



# TRURO AND PENWITH COLLEGE APPLICATION FORM – CONFIDENTIAL



Applicants, who by reason of a disability may have problems completing an application form, are advised to seek assistance from the College's Personnel team.

**Please complete this form in black ink, black ballpoint or typescript**

**1. Application for the appointment as:**

**2. Personal Details** (block letters please)

Surname:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Forename(s):	Home Telephone No:
Address:	Work Telephone No:
	Mobile Telephone No:
	National Insurance No
Postcode:	Email address:
Date of Birth:	IfL No (teaching posts only):
Do you have a valid car driving licence?: Yes <input type="checkbox"/> No <input type="checkbox"/>	DFE Reference No (if qualified teacher):

**3. Present Post**

Position Held:	Date Appointed:
Employer's Name:	Salary:
Address:	Grade/Status:
	Full or Part-Time:
Telephone No:	Period of Notice:
Brief Outline of Duties/Responsibilities:	

**4. Previous Employment** (in chronological order, most recent first)

Employer's Name and Address	Nature of Post	Full-Time/ Part-Time	From	To	Salary/Grade	If Teaching Experience give details (subjects, level, age range)

**5. Qualifications Obtained Since Age 11**

Institution	Full-Time/ Part-Time	From (mmm/yy)	To (mmm/yy)	Give Detail of Qualifications Obtained (Subjects, Levels, Grades, etc)

**6. Omissions**

Please describe on a separate sheet any unusual features or omissions from your pattern of employment and education shown in sections 4 and 5 above.

**7. Relevant Courses Attended** (do not include reference to very short courses and conferences) **and Membership of Professional Institutes**

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**8. Reasons for Applying for this Post**

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**9. Other Activities**

Please describe other activities (paid or unpaid) which you feel are relevant to the post.

**10. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)**

This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, and failure to disclose such convictions could result in dismissal or disciplinary action by the College.

a. Have you been convicted of any criminal offence, the subject of any bindover or caution or any other proceedings pending against you: Yes  No

b. If 'Yes' please supply details (this will not necessarily debar you from appointment)

**11. Protection of Children**

As Truro and Penwith College meets requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All offers of employment will be subject to satisfactory clearance. No check will be made unless you are the final selected candidate and have no objection to enquiries being made. Failure to give your consent will result in the College being unable to give further consideration to your employment.

If appointed, do you consent to a check being made? Yes  No

**12. Name, Status and Address of three people willing to act as Referees** (one of whom should be your current employer). References will not be accepted by relatives or by people writing solely in the capacity of friends:

Name:	Name:	Name:
Status: <i>Current/Most Recent Employer</i>	Status:	Status:
Address:	Address:	Address:
Telephone No:	Telephone No:	Telephone No:
E-mail Address:	E-mail Address:	E-mail Address:

The normal practice of the College is to contact the referees of shortlisted candidates before interview. **If you do not wish this to happen, please indicate below:**

Where did you learn about the vacancy?

**13. Additional Details**

Applicants are invited to set out below, or in an appended letter, further details relevant to your application. You should explain both:

- i. how your previous achievements and experience qualify you for this post.
- ii. the qualities and approach you would bring to the new job.

**14. Arrangements for interview:**

If you have a disability are there any arrangements which we can make for you if you are called for an interview?

Yes  No

If yes, please specify (e.g. sign language, interpreter, audio tape, etc)

**I certify that the information given in my application is to the best of my knowledge correct. I recognise that any false statement renders me liable to disqualification or dismissal if appointed.**

**Signature**

**Date**

Canvassing in any form will disqualify.

**Please return this form to: The Personnel Officer, Truro and Penwith College, College Road, Truro, TR1 3XX**



**CONFIDENTIAL  
EQUAL OPPORTUNITIES MONITORING**

**This form must be completed and returned with all applications**



Truro and Penwith College is committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers' gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a short-list or making an appointment, but your co-operation in completing the following would be very much appreciated.

FULL NAME:	
MAIDEN NAME:	
POST APPLIED FOR:	
CLOSING DATE:	
VACANCY TYPE:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Term Time Only: Yes <input type="checkbox"/> No <input type="checkbox"/>

**Details:**

MARITAL STATUS:	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>
GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/>
DATE OF BIRTH:	
AGE GROUP:	16-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61-65 <input type="checkbox"/> 65+ <input type="checkbox"/>

**Disability Status:**

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself under this definition to be disabled? Yes  No

If yes, please give details:

Is there any other information which you would like us to take into account with regard to your disability?

**Vacancy Advertisement:**

Where I saw the Vacancy Advertised:

West Briton <input type="checkbox"/>	College Website <input type="checkbox"/>	This is Cornwall Jobsite <input type="checkbox"/>
Cornishman <input type="checkbox"/>	Internally <input type="checkbox"/>	From a friend/Word of mouth <input type="checkbox"/>
TES <input type="checkbox"/>	Other(Please state):	

**Ethnic Origin:**

Please describe your ethnic origin by placing an 'X' in the appropriate box:

'X'	Nationality	Culture
<input type="checkbox"/>	Asian or Asian British	Indian
<input type="checkbox"/>	Asian or Asian British	Pakistani
<input type="checkbox"/>	Asian or Asian British	Bangladeshi
<input type="checkbox"/>	Asian or Asian British	Other
<input type="checkbox"/>	Black or Black British	Caribbean
<input type="checkbox"/>	Black or Black British	African
<input type="checkbox"/>	Black or Black British	Other
<input type="checkbox"/>	Chinese	Chinese
<input type="checkbox"/>	Chinese	Other

'X'	Nationality	Culture
<input type="checkbox"/>	Mixed	White and Black Caribbean
<input type="checkbox"/>	Mixed	White and Black African
<input type="checkbox"/>	Mixed	White and Asian
<input type="checkbox"/>	Mixed	Other
<input type="checkbox"/>	White	British
<input type="checkbox"/>	White	Irish
<input type="checkbox"/>	White	European
<input type="checkbox"/>	White	Other