

**Application for**

# **Employment**

**(Confidential)**

Applications will only be considered from candidates who complete **ALL** sections

of the application form. ***CV’s are not acceptable*.**

**Confidential** **Equal Opportunities Monitoring Form**

Darlington College has developed a comprehensive, equal opportunities policy. The aim of the policy is to ensure that the College’s employment practices and procedures do not allow unfair direct or indirect discrimination and promote equality of opportunity for all. We need to ensure our records are updated on a regular basis.

We would be extremely grateful if you could complete and return this form. You can help to ensure that the policy is monitored by volunteering the information requested in this form. Only by collecting this information can the College progressively assess its performance against the aims of the policy and identify areas where improvements should be made. **This information will form part of the personal confidential HR record.**

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| **Name** |  | | | | | | | | | | | **Date of Birth** | | |  | | | |
| **Gender** | | | | | | | | | | | | | | | | | | |
| Male  Female  Other  **Please indicate if this is different to gender assigned at birth?** | | | | | | | | | | | | | | | | | | |
| **Marital Status** | | | | | | | **Sexual Orientation** | | | | | | | | | | | | |
| Married  Single  Divorced | | | | | | | Opposite Sex  Same Sex | | | | | | | | | | | | |
| Separated  Widowed  Partnered | | | | | | | Same & Opposite  Prefer not to say  Other | | | | | | | | | | | | |
| **Religion** | | | | | | | | | | | | | | | | | | |
| Christian | |  | Buddhist | |  | Jewish | | |  | Muslim | | | |  | | Hindu |  | |
| Sikh | |  | Other | |  | None | |  | | Prefer not to say | | | |  | |  | | |
| **Nationality** | | | | | | | | | | | | | | | | | | |
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| **Ethnic Group** - Please tick the box which most describes your ethnic origin: | | | | | | | | | | | | | | | | | | |
| White | | | |  | White | | | | | |  | | White | | | | |  |
| English/Welsh/Scottish/  Northern Irish/British | | | | Irish | | | | | | Gypsy or Irish Traveller | | | | |
| White | | | |  | Mixed/Multiple ethnic groups | | | | | |  | | Mixed/Multiple ethnic groups | | | | |  |
| Any other | | | | White and Black Caribbean | | | | | | White and Black African | | | | |
| Mixed/Multiple ethnic groups | | | |  | Mixed/Multiple ethnic group | | | | | |  | | Asian/Asian British | | | | |  |
| White and Asian | | | | Any other | | | | | | Indian | | | | |
| Asian/Asian British | | | |  | Asian/Asian British | | | | | |  | | Asian/Asian British | | | | |  |
| Pakistani | | | | Bangladeshi | | | | | | Chinese | | | | |
| Asian/Asian British | | | |  | Black/African/Caribbean/  Black British | | | | | |  | | Black/African/Caribbean/  Black British | | | | |  |
| Any other | | | | African | | | | | | Caribbean | | | | |
| Black/African/Caribbean/  Black British | | | |  | Other ethnic group | | | | | |  | | Other ethnic group | | | | |  |
| Any other | | | | Arab | | | | | | Any other | | | | |

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| **Disability*-*** The Equality Act 2010 protects people with disabilities.  The Disability Discrimination Act (DDA) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last, at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities. Do you consider yourself to have a disability according to the terms given in the DDA?  Yes  No  **Any additional information:** |

**Thank you for completing this form.**

**The information will be in the strictest confidence and only used for the purposes of monitoring equality data.**

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**Confidential**

**Application for Employment**

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| **1 of 12 – General Information** | | | | |
| Application for the post of: | | | Post Ref: | |
| Title: Please select | First names(s): | | Surname: | |
| National Insurance No: | | Date of Birth: | Home Tel No: | |
| Permanent Address:  Postcode: | | | Mobile Tel No: | |
| Do you need a work permit to work in the UK? | |
| Yes | No |
| Email Address: | | | | |

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| **2 of 12 – Present Employment** | | | | | | | |
| Post Title:  *(If part-time, state number of hours per week)* | | | | | | Salary/ Grade: | |
| Start Date | | | | | | End Date: | |
| Employers Name: | | | | | | | |
| Employer Address: | | | | | | | |
| Employer Postcode: | | | | | | | |
| Length of notice period: | | | | | | | |
| Brief description of duties: | | | | | | | |
| Reason (s) for Leaving: | | | | | | | |
| **3 of 12 Previous Employment History (including volunteering)** | | | | | | | |
| **From** | | **To** | | **Employer’s Name** | **Job Title & Brief duties/responsibilities** | | **Reason for leaving** |
| MM | YY | MM | YY |
|  |  |  |  |  |  | |  |
| |  |  |  |  | | --- | --- | --- | --- | | **4 of 12 - Education and Qualifications** | | |  | | Please list each subject and grade/level of qualification – particularly English/Maths. Please highlight if you are working towards a qualification and detail the expected date of completion. | | | | | **School, College/Universities attended.**  *(Please state full or part-time starting with the most recent)* | **Qualifications Gained** | **Grade/ Classification** | **Year Completed** | |  | English |  |  | |  | Maths |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | |

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| **5 of 12 – Additional Qualifications, Skills and Relevant Training** | | | |
| **Name of Establishment or Awarding Body** | **Award** | **Grade/Classification** | **Year of Completion** |
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| **6 of 12 - Supporting Information** |
| Please provide supporting information which outlines briefly why you feel you are suitable for the post and what skills and attributes you can bring to the role. |
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| **7 of 12 - Driving Licence** | | | | | | |
| Do you have a current driving licence? Yes ☐ No ☐ | | | Please select | | | |
| Do you have any endorsements of charges pending?  Yes ☐ No ☐ | | | Please select | | | |
| **8 of 12 – DBS / Criminal Record** | | | | | | |
| *As we are an Educational establishment we DBS check every employee to enhanced level and as such some reprimands and warnings may appear on disclosures as well as relevant convictions. It is important that you disclose any unspent or relevant convictions when you apply for a position. You are asked to provide confidential information separately to the HR Manager.*  *Further information regarding Rehabilitation of Offenders act and what needs to be disclosed can be found on the Ministry of Justice website and the DBS website* [*www.homeoffice.gov.uk/dbs*](http://www.homeoffice.gov.uk/dbs)  Do you have an unspent criminal record, specified offence or charge pending?  Yes ☐ No ☐  If “YES”, please state the nature of the offence on a separate sheet and place in a sealed envelope.  *(Failure to declare an offence may result in withdrawal of an employment offer)* | | | | | | |
| **9 of 12 – Working with Children/Vulnerable Adults Declaration** | | | | | | |
| I confirm I am not disqualified from working with children and/or vulnerable adults by the Disclosure and Barring Service. | | | | Please select | | |
| **10 of 12 – Please state where you saw this post advertised** | | | | | | |
|  | | | | | | |
| **11 of 12 - References** | | | | | |
| Please provide details and status of two references (one of which should be your present or most recent employer). If you are in, or have just completed full-time education, one referee should be from your school/college/university. | | | | | |
| **Referee One** | | **Referee Two** | | | |
| Title: | Please select | Title: | | | Please select |
| Forename: |  | Forename: | | |  |
| Surname: |  | Surname: | | |  |
| Organisation: |  | Organisation: | | |  |
| Position: |  | Position: | | |  |
| Address: |  | Address: | | |  |
| Postcode: |  | Postcode: | | |  |
| Tel no: |  | Tel no: | | |  |
| Email address: |  | Email address: | | |  |
| I give you permission to contact my referees prior to the interview? Yes/No | | | | | |
| Ref. 1: Please select | | Ref. 2: Please select | | | |

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| **12 of 12 – Declaration** | | | |
| **Data protection statement**  The information that you provide on this form will be used to process your application for employment. If you succeed in your application for employment, the information will be used in the administration of your employment with us and will be retained by the College for 6 years after the date that you leave.  We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data.  **Declaration**  I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months.  Tick the box to acknowledge your understanding of, and agreement with, the Data Protection Statement and Declaration above.  As part of the pre-employment checks the College will need to obtain two satisfactory references. By signing the below you are confirming the above to be accurate and that you agree to the College contacting your references for information about you.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | Completed Application Forms should be returned to:  Human Resources Department, Darlington College, Haughton Road, Darlington, DL1 1DR.  **Telephone:** 01325 503124  **Email:** humanresources@darlington.ac.uk  **Website:** [www.darlington.ac.uk](http://www.darlington.ac.uk) |  |  |