

 Norland College

 39-41 Upper Oldfield Park

 Bath

 BA2 3LB

 Tel: 01225 904040

 Website: [www.norland.ac.uk](http://www.norland.ac.uk)

**Equal Opportunities Policy**

The College is actively opposed to any form of less favourable treatment accorded to job applicants on the grounds of sex, age, race, creed, colour, nationality, ethnic or national origin, marital status, disability or sexual preference.

**Application for Employment**

|  |  |
| --- | --- |
| **Position applied for:** | **Where did you see the advert?** |
| **If employed, how much notice do you have to give?** |
| **Reason for application**  |

**Personal Information:**

|  |  |  |
| --- | --- | --- |
| **Title:** | **First Names:** | **Surname:** |
| If you consider that you have a disability, whether or not you are Registered Disabled, you may find it helpful if the College were to provide you with particular facilities in order to assist your application either before, or at the interview. If this is the case, please give details below: |
| **Address: (*permanent)* Tel:** **Mobile:****Postcode: Email address:** |
| **Have you been employed by the Norland before? YES** 🗖 **NO** 🗖**If ‘YES’ :-****Dates: From: To:****Occupation:** |

**Education and Training:**

|  |  |  |
| --- | --- | --- |
| **Secondary Schools attended:** | **From: To:** | **Qualification (please include subject and grades)** |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **College, University or Institute including Post Graduate Courses:** | **Course** | **Full/Part Time** | **Subjects** | **Result** | **Year** |
|  |  |  |  |  |  |

**Present/Most Recent Employment:**

|  |  |
| --- | --- |
| **Name and Address of Employer:** | **Job Title:** |
| **From:**  | **To:** | **Salary:** |
| **Reason for Leaving:** | **Notice Required:** |
| **Describe your duties and responsibilities:** (*please continue on a separate sheet if necessary)* |
| **What do you consider is your most significant achievement in this job?** (*please continue on a separate sheet if necessary)* |

**Previous Employment: (*please start with the most recent job after that above)***

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| **(2) Previous Employer: Job Title:** **Address: Postcode:** **Dates: FROM: *(month) (year)*** **TO: (*month) (year)*** **Type of work and responsibilities:** **Reason for Leaving:**  |

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| **(3) Previous Employer: Job Title:** **Address: Postcode:** **Dates: FROM: *(month) (year)*** **TO: (*month) (year)*** **Type of work and responsibilities:** **Reason for Leaving:**  |
| **(4) Previous Employer: Job Title:** **Address: Postcode:** **Dates: FROM: *(month) (year)*** **TO: (*month) (year)*** **Type of work and responsibilities:** **Reason for Leaving:**  |

*(please continue on a separate sheet if necessary)*

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| **The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:** [**https://www.gov.uk/government/organisations/disclosure-and-barring-service**](https://www.gov.uk/government/organisations/disclosure-and-barring-service)**Have you been convicted by the courts or cautioned, reprimanded or given a final warning by the police? \*****YES** 🗖 **NO** 🗖**If ‘YES’, please give details of offences, penalties and dates.****Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?****YES** 🗖 **NO** 🗖**If ‘YES’, please give details** |

**Additional Information:**

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| **Please add here any other information concerning your experience, training or anything else you wish to be considered that is relevant to your application:** *(please continue on a separate sheet if necessary)* |

**References:**

**Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these referees should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.**

|  |  |
| --- | --- |
| **Name (including title)** | **Name (including title)** |
| **Job Title (if applicable)** | **Job Title (if applicable)** |
| **Address****Postcode** | **Address****Postcode** |
| **Telephone** | **Telephone** |
| **How does this person know you?** | **How does this person know you?** |
| **If required, may we take up reference before interview?****Yes / No (delete as applicable)** | **If required, may we take up reference before interview?****Yes / No (delete as applicable)** |

**Declaration:**

The details on this Application Form are correct to the best of my knowledge and belief. I understand that if I have knowingly withheld or given false information, my application may be rejected or employment terminated if already commenced. I understand that no contract exists between me and Norland or any associated company until such time as I may receive a full offer of employment **in writing.**

Engagement is dependent upon applicants’ proof of eligibility to work in the UK, satisfactory references and where applicable clearance from the Disclosure and Barring Service and qualification checks.

Any employment offered will be subject to a probationary period of no less than six months.

**Safer Recruitment Statement:**

\*Norland is an organisation which is exempt under the Rehabilitation of Offenders Act 1974 and requires all students and relevant staff to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

**Privacy Statement:**

*The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment only.* *If you are unsuccessful, we will keep your details on file with a view to considering you for any suitable vacancy that may arise within the next six months. Where the application is successful Norland may, from time to time, wish to process this information for business management purposes. Please also note that Norland may approach third parties to verify the information you have given. By signing this form you will be providing Norland with your consent to all these uses.*

**Signature:** **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_