Grantham College & University Logo
**Application for Employment**

|  |
| --- |
| *This form should be completed in black. If you wish to continue any section on plain paper, please do so. Please include any relevant information on the application form as CVs will not be considered. Please note that we accept electronic applications via*  *e-mail sent to:* [*hrapplications@grantham.ac.uk*](mailto:hrapplications@grantham.ac.uk) |

|  |  |
| --- | --- |
| **Job Details** |  |
| **Job applied for:** |  |
| **Job reference no:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | |
| **Title:** |  | **Surname:** | | | |  | | | | |
| **Forenames:** |  | | | | | | | | | |
| **Previous name(s):** |  | | | | | | | | | |
| **Address:** |  | | | | | | | | | |
|  | | **Post code:** | | | |  | | | | |
| **Home telephone:** |  | **Mobile telephone:** | | | |  | | | | |
| **Preferred contact telephone:** | |  | | | | | | | | |
| **E-mail address:** |  | | | | | | | | | |
| **Do you hold a full, current and clean driving licence?** | | | **Yes** | |  | | | **No** | |  |
| **National Insurance number:** | | |  | | | | | | | |
| **Do you require a Work Permit to work in the UK?** | | | **Yes** | |  | | | **No** | |  |
| **Are you applying for Job Share?** | | | **Yes** | |  | | | **No** | |  |
| **Do you have any family or close relationship to anyone in college?** | | | **Yes** | |  | | | **No** | |  |
| **If yes, please give name and relationship to you:** | | |  | | | | | | | |
| **Have you lived or worked outside of the UK?** | | | **Yes** |  | | | **No** | |  | |
| **If yes, please provide details (dates and locations):** | |  | | | | | | | | |

|  |
| --- |
| **Present or most recent employment/work experience**  Please start with your most recent employers. Please note that it is a requirement that applicants supply a full employment history since leaving school including any voluntary work. Please explain periods not in employment (continue on a separate sheet if necessary). |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** |  | | | | | | | **Employer:** | | | |  | | | |
| **Start:** | |  | **/** |  | **/** |  | **End (if applicable):** |  | **/** |  | **/** | |  | **Salary:** |  |
| **Please describe main duties and responsibilities:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Reason for leaving this position:** | | | | | | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Education & Training** | | | | | | | | | | |
| **School/ College/ University** | | **Awarding Body and Qualifications/Subjects Gained** | | | | | | **Date of Award** | | **Grade** | |
|  | |  | | | | | |  | |  | |
| **Are you a member of a professional body?** | **Yes** | |  | **No** |  | **If yes, please state name and status** |  | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching/Assessing Qualifications**  If you are applying for an academic position (e.g. Lecturer, Tutor, or Assessor) this section must be completed. If you are not applying for an academic positions but hold any such teaching or assessor qualifications, we ask that you also complete this section. Not all applicants are expected to possess the qualifications below – please refer to the Person Specification | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you hold a teaching qualification, either QTS or QTLS?** | | | | | | | | | | | | | | | | | | | | | **Yes** |  | | | **No** | | |  |
| **If yes, what is your teaching reference number?** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **Is your teaching qualification** | | | | | | **Primary** | | | |  | | **Secondary** | | | | |  | | | **FE/Post Compulsory** | | | | | | |  | |
| **What are your teaching qualifications?** | | | | | | **PGCE** | | | |  | | **DTLLS** | | | | |  | | | **Cert Ed** | | | | | | |  | |
| **Please indicate any other teaching qualifications you hold, and the level, e.g., subject specialists** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teaching qualification** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Level** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Are you registered with the Institute for Learning?** | | | | | | | | | **Yes** | | | | |  | | | | **No** | | | | | |  | | | | |
| **If yes, what is your reference number?** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **What are you assessor / verifier qualifications? Please tick √ in appropriate box/es** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A1** |  | **V1** |  | **V2** |  | | **D32/33** | |  | | **D34** | | | |  | **D35** | | |  | | | | **D36** | | |  | | |
| **If you are studying/working towards a teaching/assessor qualification, please state which qualification and the expected completion date** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Qualification** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Completion date** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disclosure & Barring Services**  All employment offers are subject to a self-funded satisfactory enhanced DBS check.  **This section must be completed by all applicants.** | | | | |
| **Do you hold a current Enhanced DBS certificate which is signed up to the DBS Update Service (registration lasts for 1 year and is payable annually)?** | **Yes** |  | **No** |  |
| **Are you currently or have you ever been barred from teaching?** | **Yes** |  | **No** |  |

|  |
| --- |
| **Application of the requirements of the Person Specification**  Please use this space to write any information you think will support your application. We are looking for evidence that you have the skills, abilities, knowledge and experience needed to perform the job you are applying for. You may draw on paid or unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. **It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match.**  If you do not have a person specification you can download this from [www.grantham.ac.uk](http://www.grantham.ac.uk)  **CV’s will not be considered.** |
| Continued…. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Continued…. | | | | | |
| **Referees**  Please give details of two referees. If you are/have been employed, both references should be employment references, with one being your current/most recent employer. Please provide details of the HR department.  Where it is not possible to obtain an employer’s reference you should provide details of a person who is able to comment on your work performance and integrity. You may also use a school/college/university/voluntary sector referee if more appropriate to your circumstances. References will not be accepted from relatives or from people writing solely in the capacity of friends.  **Please note that it is a requirement that applicants supply a full employment history, and please be aware that any of your previous employers may be approached by the College.**  **Please also note that the College may also contact previous employers where your work activity has involved working with children, young people or vulnerable adults.** | | | | | |
| **Name** |  | | **Name** |  | |
| **Organisation** |  | | **Organisation** |  | |
|  | | |  | | |
| **Position** |  | | **Position** |  | |
| **Address** |  | | **Address** |  | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
| **Postcode** |  | | **Postcode** |  | |
| **Contact number** |  | | **Contact number** |  | |
| **E-mail** |  | | **E-mail** |  | |
| May we contact them prior to interview? Yes/No | | | May we contact them prior to interview? Yes/No | | |
| If no, please give reason: | |  | If no, please give reason: | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| It is an offence to apply for an advertised role with the College if you have been barred from engaging in regulated activity relevant to children if the role you are applying for includes regulatory activity.  Should it be found that the successful applicant has failed to disclose information as requested on this application form, or provided false information, then such action may lead to dismissal or disciplinary action by the College. All appointments are subject to checks, including a DBS Enhanced Disclosure and references deemed satisfactory by the College.  **Data Protection Act 2018 (General Data Protection Regulations: GDPR)**  I understand that this personal information may be computerised for HR/administrative purposes including analysis for management purposes and statutory returns.    I understand that if I am unsuccessful, my application form may be retained for up to 6 months for future reference.  I certify that to the best of my knowledge the information I have given is true and correct record.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signed |  | Date |  | | | Ticking this box acts as your signature and certifies this document as a true and accurate record | | | |  |   Tel: **01476** **400279**  Website: [**www.grantham.ac.uk**](http://www.grantham.ac.uk) e-mail: [**hrapplications@grantham.ac.uk**](mailto:hrapplications@grantham.ac.uk) |