Application form

OXFORD & CHERWELL VALLEY COLLEGE

RESPECT • INNOVATE • INSPIRE

PART A – Personal Details

These first two pages of the application form will be detached from the rest of the document prior to short-listing as part of our equal opportunity and diversity based recruitment and selection procedures. After short-listing, these two pages containing your personal details will become part of the documentation to be used by the panel at interview. This form is available in other formats. Please contact the Human Resources department.

Title: Mr/Mrs/Ms/Miss/Doctor/Other (please indicate as necessary):	First name(s):
Family name:	Address:
Telephone daytime:	
Telephone evening:	
Mobile:	
E-mail:	National Insurance Number:

Relevant Disclosures

This information is considered sensitive personal data under the Data Protection Act 1998. It will only be used for the purposes of this recruitment exercise and will be safely disposed of after six months if you are not successful in your application for this vacancy.

Please tick appropriate box	YES	NO
Do you have any convictions that are spent or unspent under the Rehabilitation Of Offenders Act (1974)?	☐	☐
Are there any police enquiries pending against you?	☐	☐
Have you ever been refused employment on the grounds of failing a Criminal Records Bureau check?	☐	☐
Have you ever been dismissed for reasons other than redundancy?	☐	☐
Have you ever been suspended or made subject to disciplinary investigation or action?	☐	☐
Do you require a work permit to live and work in the UK?	☐	☐

If you answered YES to any of the above questions, please give details in writing and seal it in an envelope marked 'Confidential & Sensitive Information' and enclose it with this application form.

If you are invited to interview and have special requirements please contact us beforehand to discuss your needs.

REFERENCES

References may be taken up before interview. If you wish this application to be kept confidential from your current employer, you must indicate this below and provide an alternative referee who is qualified to comment on your work performance. Please note that an offer of employment will not be made without a reference from your current employer.

Current (or last) employer	Previous employer
Name:	Name:
Job title:	Job title:
Address:	Address:
Telephone number:	Telephone number:
E-mail:	E-mail:
May we contact this referee without further reference to you?	May we contact this referee without further reference to you?

I confirm that all the statements made in this application are true. I also confirm that I hold the academic and professional qualifications I have detailed in my application and can produce formal certificates as evidence if required.

I agree that, in accordance with the Data Protection Act 1998, Oxford & Cherwell Valley College may hold and use the information about me contained in this application form, including any information which falls within the definition of 'sensitive personal data' under the terms of the Data Protection Act 1998, for the purposes of processing this application and for my personal HR records if an offer of employment is made. If, on this occasion, no offer is made, I agree that Oxford & Cherwell Valley College may keep a record of my application for six months.

Signature:	Date:

PLEASE COMPLETE THE FOLLOWING SECTIONS CAREFULLY AFTER READING ANY SUPPLEMENTARY INFORMATION PROVIDED REGARDING THE POST, PARTICULARLY THE JOB DESCRIPTION.

The decision to invite you for interview will be based on the information you provide on this form and how closely you meet the specified criteria. Are you related to an employee or corporation member of the College?	Yes: ☐	No: ☐
If 'yes' name of employee or governor and relationship to you (failure to disclose such a relationship will lead to disqualification, as will any canvassing in connection with this appointment).	Name: Relationship:	

HR Office use only

Record applicant reference no. here before detaching pages 1 & 2	Ref:

Position applied for:	
Applicant reference no.	(For office use only)

PART B – Present Employment/Occupation

Post title:	Salary: £
Other remuneration/benefits:	
Name of organisation:	
Address of organisation:	
Date appointed to current post:	Date appointed to organisation:
Current notice period required:	
Brief description of duties:	

Previous Employment Summary (most recent first)

Employer:	Dates (from - to):
Post title:	Reason for leaving:
Brief description of duties:	
Employer:	Dates (from - to):
Post title:	Reason for leaving:
Brief description of duties:	
Employer:	Dates (from - to):
Post title:	Reason for leaving:
Brief description of duties:	

Previous Employment Summary (continued)

Employer:	Dates (from - to):
Post title:	Reason for leaving:

Brief description of duties:

Employer:	Dates (from - to):
Post title:	Reason for leaving:

Brief description of duties:

Employer:	Dates (from - to):
Post title:	Reason for leaving:

Brief description of duties:

Employer:	Dates (from - to):
Post title:	Reason for leaving:

Brief description of duties:

Employer:	Dates (from - to):
Post title:	Reason for leaving:

Brief description of duties:

Education & Training (most recent first)

Institution (school/college):	Qualifications achieved:	Dates:

Relevant professional development activities/Courses attended in last three years

Course title/activity:	Name of provider:	Dates:

Membership of professional bodies or any honours and titles held.

Please state here (briefly) how your experience and professional expertise are relevant to the post as advertised.
[NB A full personal statement is required on the facing page]

Please identify key personal achievements at work within the last two years.
(If you have not worked in the last two years, detail your key achievements in a personal or voluntary capacity).

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

PERSONAL STATEMENT

Please provide a concise explanation of how your skills, knowledge and experience meet the essential and desirable criteria in the person specification.

Essential criteria:

Desirable criteria:

PART C – Data monitoring

Applicant reference no. (For office use only)

Equality & Diversity Statement

There's a place for everyone at Oxford & Cherwell Valley College. That's because we welcome the different ideas and viewpoints of people from a diverse range of backgrounds. People like you. The College operates policies which aim to ensure that unfair discrimination does not take place in recruitment. In order to help the College monitor the effectiveness of these policies, you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This page will be detached from your application form when it is received and the information will not be made available to staff engaged in the recruitment process.

You are under no obligation to complete this form but if you do, you agree that, under the Data Protection Act 1998, Oxford & Cherwell Valley College may hold and use personal information about you for monitoring purposes as explained above. If you are not offered employment with Oxford & Cherwell Valley College, a record of your application may be kept for six months.

Advertising Media

What type of applicant are you? ☐ Internal applicant ☐ External applicant

Please state where you saw this post advertised:

Websites

☐ Oxford & Cherwell Valley College ☐ FEJobs.com ☐ TES ☐ Oxford Times
☐ Banbury Guardian ☐ Oxford Mail ☐ Banbury Today ☐ Internal vacancy bulletin
☐ Guardian jobs

Print-based advert

☐ Oxford Times ☐ Banbury Guardian ☐ Oxford Mail ☐ The Guardian
☐ The Times Educational Supplement

Other

☐ Specialist/trade journal (please state) ☐ 'Refer a Friend'

Equality & Diversity

Family name: Initials: Date of Birth:

1. Would you describe yourself as ☐ Male ☐ Female ☐ Transgender ☐ In-transition ☐ Decline to answer

2. Would you describe yourself as ☐ Single ☐ Married ☐ Civil partnership ☐ Widowed ☐ Separated ☐ Living with spouse ☐ Decline to answer

3. Do you consider yourself to have a disability? ☐ Yes ☐ No

4. To which of these groups do you consider you belong? (please tick one only)

☐ White British ☐ White Irish ☐ White - any other White background
☐ Black or Black British – African ☐ Black or Black British – Caribbean ☐ Black or Black British – any other Black background
☐ Asian or Asian British – Indian ☐ Asian or Asian British – Pakistani ☐ Asian or Asian British – Bangladeshi
☐ Asian or Asian British – any other Asian background ☐ Mixed – White and Black African ☐ Mixed – White and Black Caribbean
☐ Mixed – White and Asian ☐ Mixed – any other Mixed background ☐ Chinese
☐ Any other ☐ Not known ☐ Decline to answer

5. Religion ☐ Christian ☐ Catholic ☐ Jewish ☐ Buddist ☐ Muslim ☐ Hindu ☐ Sikh ☐ No religion ☐ Other religion ☐ Decline to answer

6. Sexual orientation

☐ Heterosexual ☐ Lesbian or gay ☐ Bisexual ☐ Decline to answer

Applicants with disabilities

If a disabled applicant meets the minimum criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has substantial and long term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010? ☐ Yes ☐ No
Do you have a long term limiting condition that affects your health? ☐ Yes ☐ No
Do you have a long term limiting condition that does not affect your health? ☐ Yes ☐ No ☐ Decline to Answer

If you have answered yes to any of the above questions, please list below any reasonable adjustments you would require during the interview process:

If you are from an under-represented characteristic group do you want to be short-listed under Positive Action? ☐ Yes ☐ No