

Application for Employment

'Newcastle College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment'.

Notes for Guidance

Please read this page carefully before you complete your application form.

1. Use

This is a standard application form completed by all applicants for the posts within Newcastle College, including internal applicants. All information will be treated in confidence. Please complete this form using **black ink** if it is to be handwritten. You can also download the form from our website, complete it and return it electronically.

2. Completing the form

a) General

The form is the first part of the selection process and it will be used to shortlist for the next stage. Please complete all sections fully and emphasise those areas where you believe you meet the requirements of the job, relating to the job description and technical person specification.

Please note the job title and reference number of the post quoted on the advertisement must be completed on the Applicant Monitoring Form and Application for Employment Form.

Feel free to add extra pages if necessary, but be sure to put your name and the job title and reference number of the post for which you are applying at the top of any additional sheets.

Please note curriculum vitae are not acceptable

b) Previous employment

Please be as accurate as you can about dates of employment. This is important because this information enables us to decide which salary point would be appropriate for you. You should also cover all of your employment history including any periods of unemployment.

3. Medical Information

If you are shortlisted for interview you will have to complete a medical questionnaire. For this reason minimal information is requested on the application form.

Depending on the answers to the medical questionnaire, you may be required to undergo a medical check before we can confirm an offer of employment. If you have a medical condition which you believe might be affected by the nature of the job, please tell us about this.

4. References

The College reserves the right to obtain references for candidates shortlisted for interview. However, we will not seek references until you have given us your permission to do so. You will be required to provide contact details for two referees, one of which **must be** your current employer.

5. Relationships to College Senior Management/Governors

You are required to state on the Applicant Monitoring form whether you are related either to a senior manager of the

College or to a member of the Board of Governors. We want to ensure that the selection process is not prejudiced in any way.

6. Equal Opportunities

Newcastle College is committed to equality of opportunity. No applicant is treated less favourably than another on the grounds of gender, marital status, disability, race or ethnic origin, religion or belief, sexual orientation or age. We particularly welcome ethnic minority candidates and those with disabilities (who are currently under-represented in the workforce).

People with disabilities are guaranteed interviews, provided they meet the essential criteria for the post, which can be assessed from the application form.

Please help us to monitor the effectiveness of our policy by completing all parts of the Applicant Monitoring form section. Short-listing and interview information is carefully monitored to ensure that selection is based on merit only.

7. Prevention of illegal working practice

On 29 February 2008, the Government introduced changes, which as an employer Newcastle College need to be aware and comply with in order to prevent liability of civil penalties for employing illegal migrants.

8. Disclosure of criminal convictions

Any person who teaches, supervises or has access to persons under the age of 18 must reveal any spent convictions. The post for which you are applying is considered exempt from the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). For this reason you must complete the enclosed Applicant Monitoring form.

Additionally, all potential employees are subject to a Police Check (List 99) and Criminal Records Bureau (CRB) Enhanced Disclosure.

All information will, of course, be treated in the strictest confidence. We must stress that, all appointments are subject to satisfactory Criminal Records Disclosure and Police Checks (List 99).

An Enhanced CRB Disclosure will be required for all positions. A criminal record will not necessarily be a bar to obtaining a position.

Newcastle College complies fully with the CRB Code of Practice and undertakes not to discriminate unfairly any subject of a Disclosure on the basis of a conviction, cautions, reprimands or other warnings or other information revealed.



9. What happens next?

Unfortunately, it is not possible for us to reply to every individual application and therefore if we have not responded to your application within six weeks of the closing date, you can assume your application has been unsuccessful.

We will formally write to all candidates following interview to advise them of their successful/unsuccessful appointment to the role.

If you are invited to attend interview, you must bring with you copies of all training and qualification certificates, Home Office Evidence, your Institute of Learning (IfL) Membership Number and membership level awarded.

Documents provided must be in current name, any documents that are in previous maiden name will need additional documentation. eg Marriage certificate

We would also ask you to declare any other names you have been known by and during which periods.

Any documents provided as part of the application process will be confidentially destroyed after six months for unsuccessful candidates.

We would like to take this opportunity to thank you for the interest you have shown in working at Newcastle College

Home Office Evidence

On 29 February 2008, the Government introduced changes, which as an employer Newcastle College need to be aware of and comply with in order to prevent liability for payment of civil penalties for employing illegal migrants.

As an employer we may be presented with documents from one of two lists:

- Documents provided from List A establish that the person has an ongoing entitlement to work in the UK.
- Documents from List B indicate that the applicant has restrictions on their entitlement to be in/work in the UK.

We are required to request and see documental evidence of a persons entitlement to work in this country **BEFORE** we employ them.

Consequently, **ALL** prospective employees must provide:

- One of the documents, or a specific combination of documents given in List A. Plus a recent utility bill showing the home address the individual has shown on the Application for Employment Form.

OR

- The document or documents specified in List B. Plus a recent utility bill showing the home address the individual has shown on the Application for Employment Form.

List A

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen of the United Kingdom and Colonies having the right to abode in the United Kingdom.

- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder is a national of the European Economic Area or Switzerland.
- A residence permit registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national or a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic country or Switzerland
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom **when produced in combination** with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer.
- A full birth certificate issued in the United Kingdom which includes the names of at least one of the holder's parents **when produced in combination** with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer.
- A full adoption certificate issued in the United Kingdom which includes the names of at least one of the holder's adoptive parents **when produced in combination** with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer.
- A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination** with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when**



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produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer

- A certificate of registration or naturalisation as a British Citizen, **when produced in combination** with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer.
- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination** with an official document giving the person's permanent National Insurance Number and their name issued by a government agency of previous employer.
- Nationals from European Economic Area (EEA) countries and Switzerland can enter the UK without any restrictions. You should request to see a document showing their nationality. This will usually be a passport, national identity card or residence permit issued by Border and Immigration Agency.
- (Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden)
- Workers from Latvia, Slovakia, Czech Republic, Lithuania, Estonia, Slovenia, Hungary and Poland are also free to work in this country but must register with the Border and Immigration Agency within one month of starting work. Nationals of Romania and Bulgaria are free to come into the UK, but may be subject to worker authorisation.

List B

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border

and Immigration Agency to the holder or the employer or prospective employer confirming the same.

- A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** the verification by the Border and Immigration Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document given the person's permanent National Insurance number and their name issued by a Government agency or previous employer.



APPLICANT MONITORING FORM

‘Newcastle College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment’.

Post Title:	Post Ref:	School/Service:	Closing Date:
Title:	Forenames:	Surname:	N I Number

Asylum and Immigration

Do you require a work permit for the UK: Yes No

If you are offered employment you must be able to produce a combination of the documents listed in Section 7 or Home Office Evidence section of the ‘Notes for Guidance’ included with this form, or similar, prior to commencement of employment.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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AGE:

Which age group do you belong to?

16-19 20-24 25-29 30-34 35-39 40-44 45-49

50-54 55-59 60-64 65+

SEXUAL ORIENTATION:

My sexual orientation is toward someone:

Of the same sex A different sex
 Both Prefer not to say

ETHNICITY:



What is your nationality?	
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I would describe my ethnic origin as (please tick box):

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White – Other European <input type="checkbox"/>
White – any other background <input type="checkbox"/>	Asian/Asian British – Bangladeshi <input type="checkbox"/>	Asian/Asian British – Indian <input type="checkbox"/>
Asian/Asian British – Pakistani <input type="checkbox"/>	Asian/Asian British – any other Asian background <input type="checkbox"/>	Black/Black British – African <input type="checkbox"/>
Black/Black British – Caribbean <input type="checkbox"/>	Black/Black British – any other Black background <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>
Mixed – White and Black African <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Mixed – Any other mixed background <input type="checkbox"/>
Chinese <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Any other <input type="checkbox"/>

RELIGIOUS BELIEF/FAITH:

I would describe my religious beliefs as (please tick box)

- | | | |
|------------------------------------|---------------------------------|--|
| Christian <input type="checkbox"/> | Muslim <input type="checkbox"/> | Hindu <input type="checkbox"/> |
| Buddhist <input type="checkbox"/> | Shikh <input type="checkbox"/> | Jewish <input type="checkbox"/> |
| None <input type="checkbox"/> | Other <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |

DISABILITY:

Disability can be described as a mental or physical impairment which has a long term adverse effect on your ability to carry out normal day to day activities.

Progressive conditions such as HIV, Cancer or Multiple Sclerosis count from diagnosis rather than from the onset of symptoms.

Do you consider yourself to have a disability? Yes No

If yes please state nature of disability

Which disability type, best describes your disability? (Please tick box):

Dyslexia <input type="checkbox"/>	Dyspraxia <input type="checkbox"/>	Blind/Partially sighted <input type="checkbox"/>
D/deaf/Hard of Hearing <input type="checkbox"/>	Autism/Aspergers Syndrome <input type="checkbox"/>	Mobility (Physical Disability) <input type="checkbox"/>
Learning Disability <input type="checkbox"/>	Mental Health Difficulty <input type="checkbox"/>	Progressive Disability/Chronic Illness <input type="checkbox"/>
Other <input type="checkbox"/>		



If you have a disability please let us know if there are any arrangements which we can make if should you be asked to attend for aptitude tests or interview? (E.g. someone to interpret sign language or an accessible car parking space etc)

If you have a disability are there any adjustments or aids that may assist you in carrying out the duties of this post?

Please confirm you agree to this information being disclosed to the Director of School/Service if your application is successful to allow any reasonable adjustments to be undertaken in your working environment.

Signature

Print Name

Date

Documents provided in support of your application must be in current name. Any documents provided in a previous name will need additional documentation eg Marriage Certificate for Maiden Name. We would therefore ask you to declare any other names you have been known by and during which periods:

Forename changed from/to :	<input type="checkbox"/>	
With effect from :		

Forename changed from/to :	<input type="checkbox"/>	
With effect from :		

Forename changed from/to :	<input type="checkbox"/>	
With effect from :		

Surname Changed from/to :	<input type="checkbox"/>	
With effect from :		

Surname Changed from/to :	<input type="checkbox"/>	
With effect from :		

Surname Changed from/to :	<input type="checkbox"/>	
With effect from :		



The Rehabilitation of Offenders Act 1974 (Exemption Order 1975) provides that all convictions, cautions, reprimands or other warnings of whatever nature (including motoring offences) and whenever they were committed must be revealed when applying for this position. Please list all such convictions, cautions, reprimands or other warnings of whatever nature below:

Date of Conviction	Nature of <u>all</u> convictions, cautions, reprimands or other warnings (If none please enter none)	Court	Sentence or Disposal

Additional Details:

Please state where you have seen this vacancy advertised or how you became aware of it?

- | | | | | | |
|---------------------------------|--------------------------|---------------------------|--------------------------|-----------------|--------------------------|
| Times Educational Supplement | <input type="checkbox"/> | Evening Chronicle | <input type="checkbox"/> | College Website | <input type="checkbox"/> |
| BECON | <input type="checkbox"/> | Opportunities North East | <input type="checkbox"/> | The Guardian | <input type="checkbox"/> |
| College Employee | <input type="checkbox"/> | Internal College Bulletin | <input type="checkbox"/> | Job Centre Plus | <input type="checkbox"/> |
| FEjobs Website | <input type="checkbox"/> | Jobs.ac.uk | <input type="checkbox"/> | jobsnortheast | <input type="checkbox"/> |
| Network for Black Professionals | <input type="checkbox"/> | Equality North East | <input type="checkbox"/> | Monster.co.uk | <input type="checkbox"/> |
| Other Recruitment Website | <input type="checkbox"/> | DisabledGo | <input type="checkbox"/> | totaljobs.co.uk | <input type="checkbox"/> |
| Ethnic Britain | <input type="checkbox"/> | Other please specify | <input type="checkbox"/> | | |

Are you related to a member of the Board of Governors or related to a member of the College Senior Management?

*Yes No *If yes, state to whom and how you are related

SICKNESS/ABSENCE:

Please give details of any injury or illness that resulted in absences from work in the last two years. Please indicate spells of absence and durations.



INDEPENDENT SAFEGUARDING AUTHORITY

Please note with effect from July 2010 all applicants to posts within the Further Education Sector will require Independent Safeguarding Authority (ISA) registration. For further information please contact www.isa.gov.uk

ISA registration number

DES or DFE or IFL reference number if applicable

DECLARATION

The information that I have provided is correct to the best of my knowledge and belief and I understand that any false information may lead to any offer of employment being terminated or withdrawn.

Signature

Print Name

Date

(Please note that canvassing direct or indirect, will result in disqualification)



Please return your fully completed application form to: Performance and Standards Department, Skelmersdale and Ormskirk College, Westbank Campus, Yewdale, 4th Floor, Pendle Building, Skelmersdale, Lancashire, WN8 6JA or hrenquiries@skelmersdale.ac.uk

Application for Employment

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Please ensure that all the areas in the General Information section are completed

General Information

Post Title	Post Reference	School/Service	Closing Date
Surname	Initials(s)	Home Telephone No.	Mobile No.
Address	Do you have a current Driving Licence?	Type of Driving Licence	Give details of any penalties currently in force
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
E-mail address (home)		E-mail address (work)	
Do you own a car available for business use? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is it insured for business use? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Education and Qualifications (most recent first)

Date obtained	Place of Study	Qualification Title, Subject	Level	Awarding Body	Grade
Additional skills and relevant training (including membership of professional bodies and any foreign language skills)					



Employment Details: Present or Latest Job

Post Title	Starting Date (month and year)	Grade and Salary	Period of notice required	Reason for leaving (if latest job)
Name and Address of Current Employer				
Brief Description of duties and responsibilities (including to whom you are accountable)				

Employment Details: Previous jobs (state most recent first) Please cover the last five years in full including any periods of unemployment

Name and address of employer	From (month and year)	To (month and year)	Post Title	Duties and responsibilities	Reason for leaving

Please continue on a separate A4 sheet if necessary



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Personal Statement

Please give details as to why you consider yourself suitable for this post stating any skills, knowledge and/or experience, which are relevant to the job description/person specification provided.

Please continue on a separate A4 sheet if necessary.



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Please note curriculum vitae's are not accepted.

Referees

Please provide the names and addresses of two references contacts:

Name	Occupation / Job Title	Address and Telephone Number (including e-mail address)
1.	Relationship	
2.	Relationship	

Do you object to your referees, education or employment being contacted prior to interview?

Yes No

Please be aware it is our policy to take up a combination of references from education / employment or personal covering the last five years.

Additional Information

All applications received from unsuccessful applicants will be retained for a period of six months, after such time they will be confidentially destroyed.

Please provide us with any dates within the next three months that you may not be available for Interview.

Date _____ Date _____

Date _____ Date _____

Declaration

The information that I have provided is correct to the best of my knowledge and belief and I understand that any false information may lead to any offer of employment being terminated or withdrawn.

Signature

Print Name

Date

Please note that canvassing, direct or indirect, will result in disqualification.

Newcastle College is a No Smoking College.

All areas within the College perimeter, indoors and outdoors are designated as a No Smoking area.



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