



**APPLICATION FORM FOR EMPLOYMENT**

**CONFIDENTIAL**

**JOB DETAILS**

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Title of post applied for:

Closing date for application:

Plumpton College aims to provide a welcoming and inclusive environment and is committed to promoting and ensuring fair treatment for all. All applicants will receive equal treatment regardless of age, disability, gender identity, religion & belief, sexual orientation, gender & status, socio-economic status and race.

The College is committed to safeguarding and promoting the welfare of young people and others in its community and expects all staff to share this commitment. Depending on the post, work at the College will involve some degree of responsibility for safeguarding young people and vulnerable adults. This will be discussed with you at any interview.

*Please complete this form in type or in **black ink** and use A4 paper as continuation sheets.*

**PERSONAL DETAILS**

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Title (*please state*):

Last Name:

Previous Name (if applicable):

First Names:

Address:

Telephone Numbers:    Mobile

Home

National Insurance Number:

Do you hold a current Driving Licence?

YES/NO

## EMPLOYMENT HISTORY

Please ensure you provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving. It is important that this list is continuous and contains no gaps.

### PRESENT EMPLOYMENT

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Name and Address of Employer

Your Job Title

Date started current post

/ /

Date commenced with Organisation

/ /

Current Salary

£

Notice Required

Briefly describe your present or most current job; its main purpose, who you report to and your responsibilities.  
*(Please use a 'continuation sheet' (by adding a page break) if necessary)*

## PREVIOUS EMPLOYMENT

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**Name and address  
of Employer**

**Position held**

**From/To**

**Reason for Leaving**

Name and address of Employer	Position held	From/To	Reason for Leaving

## EDUCATION AND TRAINING

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*(From secondary school or equivalent upwards) Please state whether full-time (F) or Part-time (P)*

*For teaching and instructing posts, please include any teaching qualifications held.*

**Name of School,  
College etc.**

**F/P**

**Subjects Studied  
(with grades)**

Name of School, College etc.	F/P	Subjects Studied (with grades)

## MEMBERSHIP OF PROFESSIONAL INSTITUTES

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Institute

Level of Membership

Year of Award

Institute	Level of Membership	Year of Award

## FURTHER DETAILS

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Based on the information provided in relation to this vacancy, please describe the skills, knowledge and attributes you possess which support your application for this post. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary or community work or leisure interests.  
*(Please use a 'continuation sheet' (by adding a page break) if necessary)*

## REFERENCES

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Please give the names, addresses and telephone numbers of two people who can be approached for references. *(one of whom should be your present employer, or last employer where applicable)*

**References from family members or friends will not be accepted.**

1.

Tel. No.

Email address:

2.

Tel. No.

Email address:

If you are short-listed for interview references will be taken up prior to your interview. Please contact the HR department on 01273 890454 if you do not wish us to contact your referees prior to interview.

Are you related to or do you know any existing employees or governors at the College?

Yes  No

If Yes please state who and the relationship.

## REHABILITATION OF OFFENDERS ACT 1974

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**This is an exempt post under the provisions of the Act regarding “spent” convictions.**

**You should read the attached guidance notes BEFORE completing this section.**

You are required to declare any criminal convictions, bind-overs and cautions (including those regarded as ‘spent’).

Having read the guidance notes do you have any criminal convictions?

No  Please move onto the next section

Yes  Please attach further details in a sealed envelope marked “Strictly Confidential” to the return address given below.

Are you registered on ‘list 99’, been disqualified from working with children, or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC)?

No  Please move onto the next section

Yes  Please attach further details in a sealed envelope marked “Strictly Confidential” to the return address given below.

Any information you provide will be treated as strictly confidential and will be considered only in relation to your application.

You will be required to provide a CRB Disclosure at the appropriate level.

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**PROVIDING FALSE INFORMATION IS AN OFFENCE AND COULD RESULT IN THE APPLICATION BEING REJECTED, OR SUMMARY DISMISSAL AND POSSIBLE REFERRAL TO THE POLICE.**

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## DECLARATION

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I declare that the information given to support my application is true and correct. I understand that if any false or misleading information is given in this application it may render my Contract of Employment, if I am appointed, liable to termination.

Signed:

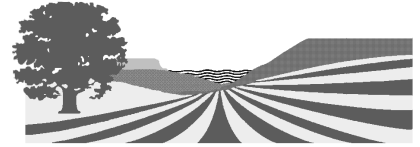
Date:

We look forward to receiving your completed Application Form and Equal Opportunities monitoring form.

Please return to : - The HR Department  
Plumpton College  
Ditchling Road  
Plumpton, Nr Lewes  
East Sussex  
BN7 3AE

Or

**e-mail: [jenny.baer@plumpton.ac.uk](mailto:jenny.baer@plumpton.ac.uk)**



## EQUAL OPPORTUNITIES MONITORING FORM

**CONFIDENTIAL - THIS SECTION WILL BE DETACHED FOR MONITORING PURPOSES AND DOES NOT FORM ANY PART OF THE SELECTION PROCESS**

Plumpton College aims to provide a welcoming and inclusive environment by promoting and ensuring fair treatment for all. Applicants are judged only on their skills, knowledge, expertise and ability to do the job for which they are applying.

To ensure that this aim is being achieved and for continuous improvement, the College needs to record certain personal details about the people who apply for our jobs. We hope that, seen in the context of the equal opportunities, these questions will give no cause for offence.

The information given will be used solely for monitoring purposes. The slip will be detached before the selection process begins and will in no way affect the consideration of your application.

Title of post applied for \_\_\_\_\_

**Gender:**

MALE  FEMALE

**Age Group**

Under 20  20-29  30-39  40-49  50-59  60-64  65 or over

**Ethnic Origin** (Please indicate by a tick in the appropriate box)

**Asian or Asian British**

- Bangladeshi
  - Indian
  - Pakistani
  - Any other Asian background (please specify)
- \_\_\_\_\_

**Black or Black British**

- Caribbean
  - African
  - Any other Black background (please specify)
- \_\_\_\_\_

**Chinese or Other Ethnic Group**

- Chinese
  - Any other background (please specify)
- \_\_\_\_\_

**Dual Heritage**

- White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other Mixed Background (please specify)
- \_\_\_\_\_

**Traveller/Gypsy**

- Gypsy
  - Traveller
  - Other (please specify)
- \_\_\_\_\_

**White**

- British
  - Irish
  - Any Other White background (please specify)
- \_\_\_\_\_

**Prefer Not to Say**

**Sexual Orientation**

Please select which best describes your sexuality

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight
- Other
- Prefer not to say

**Religious Belief**

Please indicate your religious belief

- Atheist
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No religion
- Prefer not to say

**Marital Status**

- Common Law Partnership
- Divorced
- Married/Civil Partnership
- Single
- Widowed
- Prefer not to say

**Disability Discrimination Act (DDA)**

A person has a disability under the DDA if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Long term means has lasted, or is expected to last, for 12 months or more. Do you consider yourself to be a disabled person?

- Yes
- No
- Prefer not to say