

APPLICATION FOR EMPLOYMENT

JOIN US AND BE THE BEST YOU CAN BE

Job Details

Title of Post:

Where did you first find out about this role?:

Personal Details

Title (please state):

Last Name:

First Name(s):

Permanent Address & Postcode:

Mobile Telephone:

Home Telephone:

Email:

National Insurance Number:

Do you hold a current Driving Licence?:

Yes No

Are you currently eligible to work in the UK?:

Yes No

Please provide details of any visa or work permit required for you in the UK:

Current or Most Recent Employment

Job Title:

Full-time: Part-time: Casual/bank:

Name of Current Employer:

Address & Postcode of Employer:

Date commenced with current role:

Date commenced with Employer:

Current Salary: £

Benefits:

Notice Required:

Reason for leaving:

Briefly describe your current job, its main purpose, who you report to and your responsibilities:

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Previous Employment

- Please provide a full employment history in chronological order, starting with your most recent role.
- Please include any voluntary work.
- Please explain any gaps or periods of unemployment.

From / To	Name and Address of Employer	Position Held	Reason for Leaving

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Academic and Vocational Education and Training (School / College / University)

- Please list all qualifications in chronological order, starting with your most recent training or qualification.
- Please include any teaching, professional or other relevant qualifications.

Dates	Name of School / College / University	Full time / Part time	Qualifications

Continuous Professional Development & Membership of Professional Institutes

- Please state courses or seminars attended and professional updates in the last 2 years.
- Please include details of any professional memberships including the name of the institute/professional body, your level of membership & the year of the award.

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Relevant Experience

Based on the job description & person specification for the role you are applying for, please provide evidence that you possess the skills, knowledge and attributes required for this position. This may be in relation to your current or previous employment, education, training, voluntary/community work or leisure interests. Also consider how your experience and skills reflect our core values at One Garden Brighton – Ambitious, Progressive, Enterprising, Professional, Supportive and Passionate about everything we do:

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Further Information

Do you know or are you related to any employees or students at Plumpton College or One Garden Brighton:

Yes No

If yes, please state who and the relationship:

Have you previously applied for a role at Plumpton College or One Garden Brighton?:

Yes No

If yes, please state the position applied for and the date of application:

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

Yes No

If yes, please state who and the relationship:

Safeguarding

Plumpton College Group 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 Group will involve some degree of responsibility for safeguarding young people and vulnerable adults. This will be discussed with you at any interview. Please contact us if you would like us to send you a copy of our current Safeguarding policy.

References

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

REFERENCES FROM FAMILY MEMBERS, FRIENDS
OR
FORMER COLLEAGUES WILL NOT BE ACCEPTED

PLEASE NOTE WE WILL ONLY CONTACT ANY REFEREE AFTER ANY OFFER OF EMPLOYMENT HAS BEEN ACCEPTED BY YOU.

REFEREE 1

Name:

Job Title:

Company Name:

Address:

Email:

Telephone Number:

Capacity in which the referee is known to you:

REFEREE 2

Name:

Job Title:

Company Name:

Address:

Email:

Telephone Number:

Capacity in which the referee is known to you:

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Rehabilitation of Offenders Act 1974/Disclosure & Barring Service

It is a requirement of the Disclosure and Barring Service's (DBS) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

Due to the nature of the work you are applying for within an establishment providing further and higher education, you are required to declare any criminal convictions, bind-overs and cautions including those regarded as "spent".

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Have you ever been convicted of a criminal offence or are you the subject of criminal charges?

Yes

No

If you answered "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. In order to take up any offer of employment at Plumpton College Group you will be required to provide an Enhanced / Standard DBS check as relevant for the role applied for.

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

DECLARATION

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:

PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND EQUAL OPPORTUNITIES MONITORING FORM TO:

Email: jobs@onegardenbrighton.com
Plumpton College, Human Resources, Ditchling Road, Plumpton, Nr. Lewes, East Sussex, BN7 3AE
Telephone: 01273 892036