



Application for Employment

If handwriting this application please complete this form in BLOCK CAPITALS. All information provided will be treated confidential. We unfortunately do not accept CV's unless accompanied by a completed Application Form, for Academic Roles please provide a publication list as appropriate.

Completed application forms can be returned by, Postal Address: FAO: Human Resources Department, Writtle University College, Lordship Road, Writtle, CM1 3RR or via Email to: jobs@writtle.ac.uk

Section One

Role Details:	
Role applied for	
Role Code <i>(Job Description Number)</i>	
Source of advert <i>(Please state source/ publication)</i>	

Personal Details:																						
Surname																						
First name																						
Address																						
Post Code																						
Home Number																						
Mobile Number																						
Email Address																						
National Insurance Number																						
HEA Membership Number <i>(if applicable)</i>																						
If you are registered with the on-line DBS Update Service please provide your certificate number <i>(if applicable)</i>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p><i>By giving us this information you confirm you are happy for us to undertake the check – this will only happen if you are successful at Interview.</i></p>																					

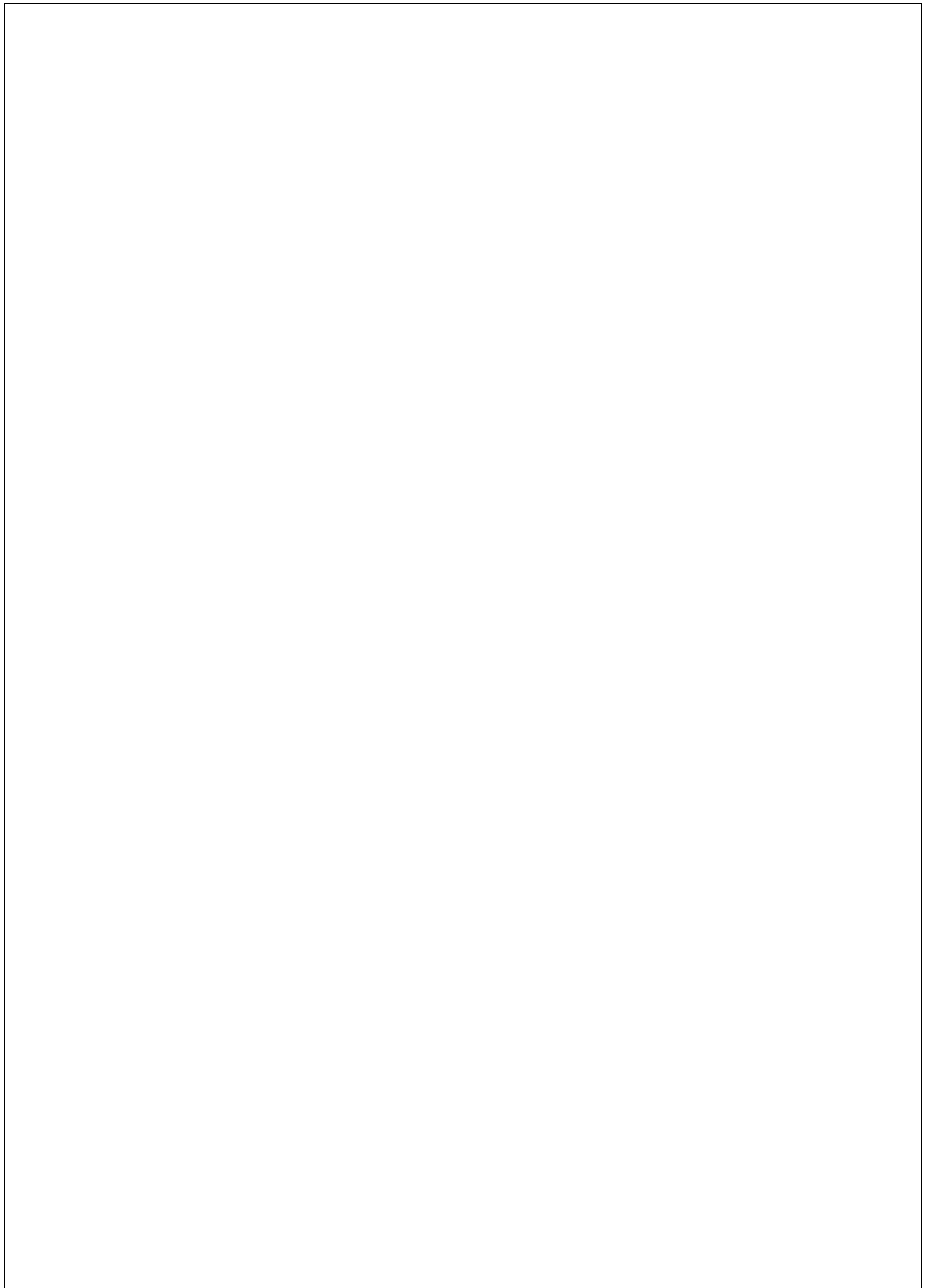
Immigration Asylum and Nationality Act 2006:

Do you require permission to work in the UK?	Yes	No
Are you in possession of a current work permit?	Yes	No

All candidates invited to Interview will be asked to provide Original Identification and Proof of eligibility to work within the UK

Profile:

Please provide an account of your skills, knowledge and experience in relation to the criteria for this role referring to the Job Description. Please continue on a separate sheet of paper as necessary.



Equality Act 2010:

Do you have any disability which may affect your application?	Yes	No
If yes, please provide details indicating any reasonable adjustments you feel should be made to the recruitment process to assist you in your application for this role and any adjustments to the role which would enable you to carry out the role effectively.		

Employment History:

Current Employer				
Address				
Role Title				
Date appointed				
Salary				
Employment Status	Part Time	Full Time	Casual	Self Employed
Current Notice Period or Date of Leaving				
Brief outline of duties				
Reason(s) for leaving				

Previous Employer				
Address				
Role Title				
Date appointed				
Salary				
Employment Status	Part Time	Full Time	Casual	Self Employed
Date left				
Brief outline of duties				
Reason(s) for leaving				
Previous Employer				
Address				
Role Title				
Date appointed				

Salary				
Employment Status	Part Time	Full Time	Casual	Self Employed
Date left				
Brief outline of duties				
Reason(s) for leaving				

Previous Employer				
Address				
Role Title				
Date appointed				
Salary				
Employment Status	Part Time	Full Time	Casual	Self Employed
Date left				
Brief outline of duties				
Reason(s) for leaving				

Education and Training:

Please complete from secondary education onwards

Educational Establishment(s)	Qualifications Obtained	Grade

All candidates will be asked to provide original academic qualifications at Interview

Membership of Professional Bodies:

Name of Body	Level of membership, e.g, graduate, chartered, fellow etc

Continuous Professional Development (CPD) / Relevant Training:

Please list additional training or competencies you would like considered in support of your application

Title	Organising Body	Brief Description

References:

Please provide details of your current employer and previous employer whom we may approach for references. At least one of your referees must be contactable prior to interview, to satisfy the requirements of the Safeguarding policy.

If you are not in employment or have not held two different roles, your referees should be your tutors or other senior personnel at your school/college or university. *Please continue on a separate sheet if necessary.*

If your referees knew you by a different name, please specify full name below:

Name of Referee One		
Role title of referee		
Company Address		
Telephone		
Email / Fax Number		
May we contact this referee before interview?	Yes	No

Name of Referee Two		
Role title of referee		
Company Address		
Telephone		
Email / Fax Number		
May we contact this referee before interview?	Yes	No

Relationships

To your knowledge are you related to any employee(s) of Writtle University College or member(s) of the Board of Governors?	Yes	No
If yes, please provide further details:		

Declaration

I confirm that the information I have provided in this form and associated any attachments, is to the best of my knowledge, belief, true & complete, and I understand any false information may, in the event of employment, result in dismissal or disciplinary action. I also give permission for my personal data to be processed and held in relation to my application and possible future employment.	
Signed:	Date:

Thank you for completing Section One of this application form, please continue to Section Two - the Equal Opportunities Monitoring Form which is attached and ensure this is fully completed prior to submitting your application form. Failure to complete Section Two may result in your application being delayed at the processing stage and returned to you for completion. If you have any queries regarding the questions that follow please contact a member of the HR Team on 01245 424208 who will be happy to assist you.

Section Two | Equal Opportunities Monitoring Form

In accordance with Writtle University College's Single Equality Scheme, Writtle University College will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form and used only to provide statistics for monitoring purposes.

Please complete all questions asked.

Title	Ms	Miss	Mrs	Mr	Doctor	Professor
Full Name						
Legal Sex	Male			Female		
Gender Identity: Is your identity the same as the gender you were originally assigned at birth	Yes		No		Information Refused	
Date of Birth	Date:		Month:		Year:	
Nationality						
Marital Status	Married		Civil Partnered		Single	
	Divorced		Widowed		Legally Separated	
Highest Academic Qualification	Entry Level (i.e. Entry Level Awards / Functional Skills)					
	Level 1 (i.e. GCSE's Graded D-G, Level 1 NVQ/ Key Skills, Foundation Diploma)					
	Level 2 (i.e. GCSE's Graded A*-C, Level 2 NVQ/Key Skills, Higher Diploma)					
	Level 3 (i.e. Level 3 NVQ/ Key Skills, BTEC Nationals, Advanced Diploma)					
	Level 4 (i.e. Level 4 NVQ/Key Skills, Certificate of HE, BTEC Diploma)					
	Level 5 (i.e. Higher National Diploma, HNCs, HNDs, Diploma of Higher Education)					
	Level 6 (i.e. BTEC Advanced Diploma, BSc, Graduate Certificates and Diplomas)					
	Level 7 (i.e. Postgraduate Certificate and Diplomas, MSc, Fellowship Diplomas)					
	Level 8 (i.e. Doctorates, Level 8 awards)					
Teaching Qualification						

	(i.e. PGCE, PGCEP, Cert Ed)	
	Awards (i.e. HSS8, Verifier, Assessor, Certificate of Competence)	
Ethnic Origin	White	Gypsy or Traveller
	Black or Black British – African	Black or Black British – Caribbean
	Asian or Asian British – Indian	Other Black Background
	Asian or Asian British – Bangladeshi	Asian or Asian British – Pakistani
	Chinese	Other Asian Background
	Mixed – White and Black Caribbean	Arab
	Mixed – White and Asian	Mixed – White and Black African
	Other Ethnic Background	Other Mixed Background
	Information Refused	Not Known
Disability	No known disability	
	Two or more impairments and/or disabling medical conditions	
	A specific learning disability (such as dyslexia or dyspraxia or AD(H)D)	
	General learning disability (such as Down’s syndrome)	
	A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder	
	A long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
	A mental health condition such as depression, schizophrenia or anxiety disorder	
	A physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)	
	Deaf or serious hearing impairment	
	Blind or serious visual impairment uncorrected by glasses	
	A disability, impairment or medical condition that is not listed above	
	Information refused	
Sexual Orientation	Heterosexual	Gay Woman / Lesbian
	Gay Man	Bisexual
	Other	Information Refused
Religion or Belief	Christian	Buddhist
	Hindu	Jewish
	Muslim	Sikh
	Any other religion or belief	Spiritual
	Information Refused	No religious belief

Equality Act 2010

Do you consider yourself disabled?

(This need not be a disability which affects your ability to carry out the role)

Yes

No

Rehabilitation of Offenders Act 1974

Criminal convictions will not automatically prevent an applicant working at Writtle University College however because of the nature of the work this role is exempt from the provisions of the act by virtue of the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 or 1986. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. All applicants who are offered employment will be subject to a check from the Disclosure and Barring System (DBS).

Have you had any Criminal Convictions?	Yes	No
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If you have answered yes above, please give details of the conviction(s) below.
(This information will only be considered in relation to the particular role you are applying for)

Declaration

Information from this application may be processed for purposes under the Data Protection Act 1998.

I hereby give my consent to Writtle University College processing the data supplied in this form for the purpose of recruitment and selection.

Signed:

Date:

Thank you for taking the time to complete this form.

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

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Email: info@writtle.ac.uk
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