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**Application Form**

**Please read these notes carefully before you complete the application form.**

**Thank you for expressing interest in a post at Cliff College. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.** **We look forward to receiving your application.**

* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* Please provide evidence when you make statements, e.g. ‘I work well in a team’ – try to describe an example of when and how you contributed to a team.
* Pages 2–4, ask you to provide personal information, this will be removed before the panel see your application and retained in the HR Office.
* Our vacancies are UK-based and applicants from outside the EU will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from non-EU nationals who do not hold the appropriate documentation until all employment options within the EEA have been exhausted. All applicants appointed by the Methodist Church or other Methodist-employing bodies are required to produce evidence of eligibility to live and work in the UK. Detailed information on the UK’s immigration categories can be obtained from the UK Border Agency website <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>
* Complete the form in type or black ink to ensure it photocopies clearly.
* Applications are welcomed on a College application form or through a CV with covering letter, outlining suitability for the criteria required.

**PLEASE EMAIL YOUR APPLICATION FORM to:** m.foulkes@cliffcollege.ac.uk

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| **PERSONAL INFORMATION** |
| This information will be held within the HR Office. Please make sure that all parts of the application form are filled. |
| Post applied for:  |       |
| Where did you hear about the post |       |
|  |  |
| **Title:** |       |
| **Surname:** (Block letters)  |  |
| **First names:**  |  |
| **Address:** (Block letters)  |       |
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|       |
| **Postcode:** |       |
| **Telephone number:**  | Home:  |       |
| Daytime:  |       |
| Mobile:  |  |
| **NI number:** | **E-mail address:**  |
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| **Immigration status**Do you already have the legal right to work in the UK?Yes [ ]  No [ ]  |
| If yes, please write in any conditions (e.g. end date, Visa type, etc.):       |
| Do you have any criminal convictions not ‘spent’ under the Rehabilitation of Offenders Act 1974?  | [ ]  Yes [ ]  No |
| If yes, please supply further details:       |  |

**EQUALITY & DIVERSITY MONITORING FORM**

Cliff College aims to have a workforce that reflects the diversity of talent, the proven abilities and skills of our communities. This means that, in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff members are treated equally and fairly.

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, please complete this equality and diversity monitoring form. If you do not wish to complete any section of this form, please tick the appropriate ‘prefer not to say’ box.

This monitoring form will be detached from the application form prior to shortlisting. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

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| **Post applied for:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Age**: | [ ]  16–17  | [ ]  18–21  | [ ]  22–30  | [ ]  31–40  | [ ]  41–50  |
| [ ]  51–60  | [ ]  61–65  | [ ]  66–70  | [ ]  70 +  | [ ]  Prefer not  to say |

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| **Sex :** | [ ]  Male  | [ ]  Female  | [ ]  Prefer not to say |
|  Is the sex you indicated the same as your sex at birth? [ ]  Yes [ ]  No [ ]  Prefer not to say |

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| **Disability:** |
| *The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial & long-term effect on a person’s ability to carry out normal day-to-day activities’.* |
| Do you consider yourself to have a disability?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| If ‘Yes’, please advise of any reasonable adjustments you require, for the purposes of the recruitment exercise, below: |

| **Ethnicity** |
| --- |
| *Asian*  | [ ]  | British | *Black*  | [ ]  | British  |
| [ ]  | Indian | [ ]  | African |
| [ ]  | Pakistani | [ ]  | Caribbean |
| [ ]  | Chinese | [ ]  | Other black background |
| [ ]  | Other Asian background |  |
| *White* | [ ]  | British | *Mixed* | [ ]  | White & Asian |
| [ ]  | Irish | [ ]  | White & Black African |
| [ ]  | European | [ ]  | White & Black Caribbean |
| [ ]  | Other white background | [ ]  | Other mixed background |
| Other (please specify) |       | Prefer not to say | [ ]  |

| **Religion/Belief/Faith:** |
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| [ ]  Baha’i | [ ]  Buddhist | [ ]  Christian | [ ]  Hindu | [ ]  Jain  | [ ]  Jewish  |
| [ ]  Muslim | [ ]  Sikh | [ ]  Other (please specify)  | [ ]  No Religion | [ ]  Prefer not to say |

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| **Sexual orientation:** |
| [ ]  Bisexual  | [ ]  Gay man | [ ]  Gay woman | [ ]  Heterosexual/straight | [ ]  Prefer not to say |  |
| [ ]  Other (please specify)  |  |

**Thank you for assisting us by completing the Questionnaire**

**APPLICATION FORM**

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| Applicant to complete |
| **FULL NAME** |       |
| **POST TITLE** |       |
| **LOCATION** |       |
| **CLOSING DATE** |       |
| **Please return the completed form to:** | **Michelle Foulkes**Cliff CollegeCalverHope ValleyDerbyshire S32 3XGemail: m.foulkes@cliffcollege.ac.uk telephone: 01246 584200 |

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| **1. Employment history**List all employers starting with your present or most recent first. Please account for any gaps in employment. |
| **Name and address of employer** | **Position held** | **From To****month/year** | **Reason for leaving** |
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| **Membership of professional institutes or societies (if applicable)**Please detail any qualifications or memberships to professional organisations/bodies relevant to the position for which you have applied. Please provide membership/registration number. |
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| **2. Education and training**Please look at the **Essential** and **Desirable** requirements in the **Education and training** section of the person specification, and list details which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
| **Qualification** | **Date obtained** | **Grade** |
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| **3. Proven ability** Look at the **Essential** and **Desirable** requirements of the **Proven ability** section of the person specification. Use each criterion from this section as a subheading in the space below; for each subheading provide evidence of how you meet this criterion. |
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| **4. Special knowledge and skills** Look at the **Essential** and **Desirable** requirements of the **Special knowledge and skills** section of the person specification. Use each criterion from this section as a subheading in the space below; for each subheading provide evidence of how you meet this criterion. |
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| **5. Special qualities or aptitudes / other requirements** Look at the **Essential** and **Desirable** requirements of the **Special qualities or aptitudes** sections of the person specification. Use each criterion from this section as a subheading in the space below; for each subheading provide evidence of how you meet this criterion. |
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| **6. Why do you want this job?**  |
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| **REFERENCES**Please provide us with contact details of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.  |
| **1.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****name and address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **2.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****name and address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **3.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****name and address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?       |
| **10. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment / suspended from appointment at Cliff College.**Signature:                           Date:                           |