**The information in Part 1 will be held in the Personnel Department and will be treated in confidence. Information supplied will be used for monitoring and contact purposes only during the short-listing process.**

**When completed, this form and additional sheets should be sent to:** [**jobs@psc.ac.uk**](mailto:jobs@psc.ac.uk)**. Please ensure that you sign at the bottom of this form with an electronic or physical signature. Your signature will also affirm the information provided on Part 2 of the application form.**

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| **Vacancy Details** | | | |
| **Job Title & Reference:** |  | **Your Initials (3)**  **No middle name use X**  **e.g. John Smith=JXS** |  |

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| **Personal Details:** | | | |
| **Surname:** |  | **Forename:** |  |
| **Title:** |  | **Preferred Forename:** |  |
| **Previous/Other Names:** |  | **Current Address:** |  |
| **Date of Birth:** |  | **Postcode:** |  |
| **Email:** |  | | |
| **Nationality:** |  | **Home Phone No:** |  |
| **National Ins No:** |  | **Mobile Phone No:** |  |

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| **Are you the holder of a UK or EU Passport?** | **Yes  No** |

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| **Where / How did you hear about the vacancy?** |  |

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| **References**  **Please indicate by ticking the relevant box your consent to the College contacting either referee prior to interview.** Any received reference will be shared with the interview panel. | | | |
| **Reference 1 – Most recent employer  Yes  No**  **o** | | **Reference 2 – Previous Employer  Yes  No** | |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Company Name:** |  | **Company Name:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone No:** |  | **Telephone No:** |  |
| **Email Address:** |  | **Email Address:** |  |

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| **Do you know any Student / Staff / Governors of Peter Symonds College?** | **Yes  No** |
| If yes, please declare their name and what your relationship is with them, e.g. parent, friend, partner etc |  |

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| **Rehabilitation of Offenders Act 1974 (Exemption) Order 1975**  Under the provisions of the Protection of Children Act and Criminal Justice and Court Services Act 2000 a number of people are banned from working with children. The College retains the discretion in making a final decision whether or not to exclude an applicant from the College. Successful applicants will require an Enhanced Disclosure and Barring Service check with barred list check. You should indicate whether or not you have any unspent convictions, cautions, reprimands or warnings. The full policy is contained within the Recruitment of Ex-Offenders Policy which is on the Staff Vacancies section of our website. |

**N.B. Failure to disclose a criminal conviction, caution, reprimand or warning prior to employment, which later appears on your Disclosure and Barring Service disclosure may result in your dismissal.**

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| **Have you ever been convicted of any criminal offences?** | **Yes  No** |
| Please supply details of any unspent Criminal Convictions, Cautions, Reprimands & Warnings you have received: | |
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**Equal Opportunities Information**

Peter Symonds College is committed to promoting the equality of opportunity to all applicants. Please refer to the Equal Opportunities Policy on the Staff Vacancies section of the College website.

The following information will be held in the Personnel Department and will be treated in confidence; information supplied will be used for monitoring purposes only. Completion of this section is voluntary.

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| **Do you consider yourself to have a disability?** | | Yes  No |
| **If yes**, please provide further information: |  | |
| Please refer to the Statement on Disability on the Staff Vacancies section of our website. Please contact the Personnel Department on 01962 857557 or at [personnel@psc.ac.uk](mailto:personnel@psc.ac.uk) if you require any support from the College in order to attend the interview. | | |

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| **Ethnic Origin** | | | | | | | |
| **White** | | **Mixed** | | **Asian / Asian British** | | **Black / Black British** | |
|  | British |  | White & Black African |  | Bangladeshi |  | African |
|  | Irish |  | White & Black Caribbean |  | Indian |  | Caribbean |
|  | Other |  | White & Asian |  | Other |  | Other |
|  | Scottish |  |  |  | Pakistani |  | |
|  | Welsh |  |  |  |  |  | |
| **Other** (Please Specify): | | | |  | **Prefer not to say** | | |

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| **Religion or Belief** | | | | | | | | | | | | | | | |
|  | Buddhist |  | Christianity |  | Hindu |  | | Jewish | |  | Muslim |  | None |  | Sikh |
| **Other** (Please Specify): | | | | | | |  | | **Prefer not to say** | | | | | | |

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| **Marital Status** | | | | | | | |
|  | Single (inc widowed/divorced) |  | Married |  | Civil Partnership |  | Living Together |
|  | **Prefer not to say** | | | | | | |

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| **Gender** | | | | | |
| **Gender:** | | **Gender Identity:**  **(the gender you identify with)** | | **Gender at Birth:** | |
|  | Male |  | Male |  | Male |
|  | Female |  | Female |  | Female |
|  | Other |  | Other |  | Other |

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| **Sexual Orientation** | | | | | | | |
|  | Heterosexual / Straight |  | Gay / Lesbian | | |  | Bisexual |
| **Other** (Please Specify): | | | |  | **Prefer not to say** | | |

I understand that, if I am appointed, personal information about me will be maintained in computerised and manual systems for administrative purposes including analysis for management requirements and statutory returns, subject to the General Data Protection Regulation 2018. The data given on this form will be used only in the application process. If not selected for employment, the data is stored for 12 months in case of any necessary follow up action. (Employment at the College may be dependent on your consent to the provision of sensitive data concerning your health and any past criminal history.)

The College takes great care as to how it collects, stores and uses your personal data. Please refer to the privacy notice on the Staff Vacancies section of the College website for staff for further information.

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| **Declaration:** The information supplied in Part 1 and Part 2 of the application form, is to the best of my knowledge factual and correct, and may be used by the Personnel Department for recruitment, personnel and monitoring purposes. Any false information provided may result in the offer of employment being withdrawn. | | | |
| **Signed:** |  | **Date:** |  |

**Application for Employment Part 2**

I understand that, if I am appointed, personal information about me will be maintained in computerised and manual systems for administrative purposes including analysis for management requirements and statutory returns, subject to the General Data Protection Regulation 2018. The data given on this form will be used only in the application process. If not selected for employment, the data is stored for 12 months in case of any necessary follow up action.

The College takes great care as to how it collects, stores and uses your personal data. Please refer to the privacy notice on the Staff Vacancies section of the College website for staff for further information.

**When completed, this form and additional sheets should be sent to:** [**jobs@psc.ac.uk**](mailto:jobs@psc.ac.uk)

or: Personnel Department, Peter Symonds College, Owens Road, Winchester, SO22 6RX

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| **Vacancy Details** | | | |
| **Job Title & Reference:** |  | **Your Initials (3)**  **If no middle name use X**  **e.g. John Smith=JXS Smith=JXS** |  |

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| **Current Employment Experience** | | | |
| **Employer’s Name:** |  | **Salary / Benefits:** |  |
| **Employer’s Address:** |  | **Start Date:** |  |
| **Position Held:** |  | **End Date:** |  |
| **Brief details of responsibilities:** | | | |
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| **Reason for Leaving:** |  | **Notice Period:** |  |

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| **Previous Employment Experience** (Please give details in date order starting with the most recent) | | | | | | | | | |
| **Employer** | **Post Title** | **Salary** | | **Dates** | | | | **Reason for Leaving** | |
| **From** | | **To** | |
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| **Education** | | | | | | | | | |
| **Secondary School, College, University** | | | **From** | | | | **To** | | |
| **Month** | | **Year** | | **Month** | | **Year** |
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| **Qualifications** | | | |
| **Course of Study / Qualification** | **Institution** | **Date Achieved** | **Grade** |
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| **Membership of Professional Bodies** | | |
| **Organisation** | **Type of Membership** | **By Exam or Election** |
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| **Work Related Training** |
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| **Gaps in Work Experience / Education** |
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| **Statement**  Please state what appeals to you about this post and your reasons for applying. Also, bearing in mind the requirements on the person specification, provide information in support of your application such as experience relevant to the post. Please do not include your name. **Continue on a separate sheet if necessary.** |
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