

# NEW COLLEGE LEICESTER

## Application Form



*(Please read notes at the end of this application form before completing - CVs will NOT be considered and disregarded form the application process)*

Please note that the information provided on this form will be processed in accordance with the General Data Protection Regulations (GDPR) 2018

You should complete all sections in Black Ink or Electronically.

Job Title: Junior Admin Apprentice

Closing Date: Friday 29<sup>th</sup> March  
Please note that late applications will not normally be considered.

**Personal Details:** Title by which you preferred to be addressed Mr/Mrs/Ms/Miss/Other (Please state)

First Name(s) Surname:

National Insurance Number

Address

Postcode:

Home telephone:

Mobile :

Email :

### **Availability:**

Please tell us when you are unavailable to attend for test/interview in the next six weeks. We are not always able to offer alternative dates so please make arrangements to be available on test or interview dates, where advertised.

## Disabled Job Applicants - Positive Action and Access Requirements

Wherever possible, we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. When we talk about reasonable adjustments, we mean making provisions or alterations to the test or interview to remove any barriers faced by disabled applicants. Tell us here about any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview or test for this post.

## Employment History

Please give details starting with your current employer (or last employer if you are not currently employed)

Your job title:

Employer's name and address:

Name & Title of your Manager :

Date started Notice required or date left:

Brief description of duties:  
i.e. tasks, objectives and responsibilities.

You should note that we may ask your employer to confirm the details you provide in your application in a job reference.

Pay and other benefits:

Reason for leaving:

**b) Previous Employment** Give details here of all previous periods of employment starting with the most recent first.  
We may check the information you have given or may request a reference from any of your previous employers.

Employer	Job Title	From	To	Reason for leaving

**c) Voluntary or Unpaid Work** Please tell us about any voluntary or unpaid work you are currently, or have been, involved with.

Organisation	Role	From	To

**d) Gaps in Employment**

Tell us about any gaps in your employment history.

From	To	Reason

**Education**

Secondary/Further Education only

Name and Address of School/College/Academy/University (s)                      From                      To

School/College/University	From	To	Qualifications gained	Level e.g. GCSE

**Relevant Qualifications and membership of professional bodies**

You should only complete this section if a qualification and/or membership of a professional or technical body is an essential/desirable requirement on the Person Specification (you should include details of any comparable overseas qualifications)

Professional Body	Membership No.	Membership Status	Since

## Supporting Evidence

Please tell us how you meet the requirements detailed in the enclosed person specification. These are listed as (2) (E): Essential Criteria: 'measurable from the application form' and (2) (D): Desirable Criteria 'measurable from the application form'.

Give as much relevant evidence as you can in support of each of these criteria. You should include examples from paid, unpaid or voluntary work, or details of relevant training or short courses (for further guidance about completing this section please refer to the 'Useful Hints and Tips' information sheet in the application pack).

Continue on additional sheets if required and attach them securely to your application form.

**Curriculum vitae (CVs) are not accepted.**

**Verification Information** Please note that answering YES to the questions in the verification information section will not necessarily prevent you from being considered for the post.

**a) Disciplinary Action**

Have you been the subject of a formal disciplinary sanction in your current employment?

Yes       No

Are you in the process of on-going disciplinary proceedings in your current employment?

Yes       No

Have you been the subject of a formal disciplinary sanction in any previous employment?

Yes       No

New College Leicester may discuss the reasons for this with you and your current or previous employer should you be called for interview.

**b) Driving Licence Only fill in this section if a driving licence is an essential requirement on the enclosed Person Specification.**

Do you hold a current driving licence?

Yes       No

If YES, please state which type (e.g. 'full', 'provisional', 'PSV' etc).

Do you have any unspent motoring convictions?  Yes       No

If you have answered YES to this question, please provide details in a sealed envelope marked 'Confidential' showing your name and the post number you have applied for. Answering 'YES' will not necessarily prevent you from being considered for this post.

**References** You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current manager (or last manager if you are not currently working). If you have just left full time education, you should give details of your course tutor. Please indicate in all cases their relationship to you e.g. manager or supervisor etc. Referees will normally be contacted for applicants short-listed to attend for interview (unless your application form has been marked to show an approach should not be made at that time). You should ensure your referees are in a position to respond promptly. Please note that references from family members or colleagues will not be accepted.

First Referee	Second Referee
Name:	Name:
Relationship to you:	Relationship to you:
May we contact prior to interview YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact prior to interview YES <input type="checkbox"/> NO <input type="checkbox"/>
Position held by referee:	Position held by referee:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
E-mail:	E-mail:

**Declaration**  
 I declare that all information submitted in this application form is true, that I have not canvassed any Governor, Trustee or member of the college either directly or indirectly in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Governor, Trustee or member of the college may also disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice, and confirm that I have read the notes relating to convictions and spend convictions of a criminal nature. I attach a letter of application in support of this form along the format prescribed in the job details supplied to me.

The above information is true and accurate in every respect. I understand and accept that the provision of false information would be a breach of trust, sufficient to allow my employer to take disciplinary action which may in certain circumstances lead to my dismissal. I consent, under the Data Protection legislation to the Organisation processing the information I have provided on this form for the purpose of absence recording and monitoring and I understand it will be retained for as long as is necessary, to enable the School to comply with its statutory obligations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

II. NOTES

- (a) When completed, this form should be addressed to the Principal to the college, to be received by the closing date expressed in the job details.
- (b) If you receive no communication by the proposed interview date, your application will have been unsuccessful.
- (c) Canvassing, directly or indirectly, will disqualify.
- (d) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, the Department of Education and Employment and their previous employer of their change of circumstances.
- (e) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Unit and may then be required to undergo a medical examination.
- (f) Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants' integrity, but is necessary to protect the public and the Council. - (See separate sheet attached).

**DATA PROTECTION**

New College Leicester will be in control of the data provided on this form. Please contact the College for access to the Data Protection Officer for the organisation. The information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") is a contractual requirement to assess your application in the process of a new appointment to the College and failure to provide all of the information requested will impact on the likelihood of you being offered the role. Your information will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be retained for a further 6 months in the event of a new job opportunity, after which time it will be destroyed. You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

I also consent to the School using and keeping information I have provided on this application or elsewhere in the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the School will retain the form for as long as is deemed necessary for the purpose of recruitment and may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed:.....

Print:.....

Date:.....



**EQUAL OPPORTUNITIES IN EMPLOYMENT - IMPORTANT**

**(a) Policy**

New College Leicester Trust is an Equal Opportunities Employer. It is the policy of the Trust that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.

Reference should be made where necessary to the Sex Discrimination Act, 1975, The Race Relations Act, 1976, the Disabled Persons Acts, 1944 and 1958 and the Disability Discrimination Act 1996.

**(b) Monitoring**

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The Trust, supported by its Trades Unions, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form.

The information which you give WILL NOT be used by those involved in the selection procedure; it is for STATISTICAL PURPOSES ONLY.

Completion of this section is voluntary and in confidence

**a) Media Source**

Where did you see/hear about this vacancy?

**b) Equal Opportunities Monitoring**

Date of birth.....

Gender:  Male  Female

**c) Disability**

Please tick the box that describes your disability status The Disability Discrimination Act (DDA) 1995 defines a person with a disability as someone who has 'a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day-to-day activities'. Under this definition, do you consider yourself to be disabled?

Yes  No

**d) Religion**

Buddhist  Christian  Hindu  Jewish  
 Muslim  Sikh  None  Other (please state)

**e) Ethnic Origin**

**WHITE**

British   
 Irish   
 Other British   
 Any other White background   
 (Please specify)

**MIXED**

White and Black Caribbean   
 White and Black African   
 White and Asian   
 White and Chinese   
 Any other Mixed background   
 (Please specify)

**OTHER ETHNIC GROUP**

**ANY OTHER ETHNIC GROUP NOT ABOVE**   
 (PLEASE SPECIFY)

**ASIAN, INCLUDING**

**Asian English, Asian Scottish, Asian Welsh, Asian British**  
 Indian   
 Pakistani   
 Bangladeshi   
 Any other Asian background   
 (Please specify)

**BLACK, INCLUDING**

**Black English, Black Scottish, Black Welsh, Black British**  
 Caribbean   
 African   
 Any other Black background   
 (Please specify)

**CHINESE, including**

**Chinese English, Chinese Scottish, Chinese Welsh, Chinese British**  
 Chinese   
 Any other Chinese background   
 (PLEASE SPECIFY)

**e) Ethnic Origin**

Please tick this box if you **do not** give consent to the Equal Opportunities information given in this application form being used for the purposes of promoting & monitoring Equal Opportunities.