

Application form

Your journey to make a
difference starts here...



Application form

I am applying for the role of:	
Reference number:	

Your details

Title:	Mr/Mrs/Miss/Ms/Dr/Professor/Sir/Other (please state)
Surname:	
First name:	
Known as: (what you like to be called)	
Previous names (if this applies) and dates you used them:	
Home address and postcode:	
Home phone number:	
Mobile phone number:	
Email address:	

We are committed to protecting the welfare of learners and expect all who work with or on behalf of us to share this commitment. We are also an equal opportunity employer.

Application number: (for internal purposes)	
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Where have you previously worked?

Please give a list, in date order, starting with the most recent and go backwards and include details of unpaid work.

Current and most recent

Name and address:			
From (dd/mm/yy):		To (dd/mm/yy):	
Job title and duties:			
Reason for leaving:			
Salary:		Notice period:	

Previous employment

Name and address:			
From (dd/mm/yy):		To (dd/mm/yy):	
Job title and duties:			
Reason for leaving:			
Salary:		Notice period:	

Name and address:			
From (dd/mm/yy):		To (dd/mm/yy):	
Job title and duties:			
Reason for leaving:			
Salary:		Notice period:	

Name and address:			
From (dd/mm/yy):		To (dd/mm/yy):	
Job title and duties:			
Reason for leaving:			
Salary:		Notice period:	

Name and address:			
From (dd/mm/yy):		To (dd/mm/yy):	
Job title and duties:			
Reason for leaving:			
Salary:		Notice period:	

Please explain any gaps in employment

Membership of professional organisations

Are you a member of a professional organisation? Please tell us about it.

Making a difference

We have **five** values at the college which are important to us. We have listed these values below. Please use this opportunity to say why you agree with these values and how in the role you are applying for, you can make a difference. Please give examples of where you have achieved this in previous roles where appropriate.

Respect (“All students and staff feel valued and respected.”)

Accountability (“Everyone is accountable for their actions.”)

Vision (“We keep a clear vision and move towards it.”)

Empowerment (“Everyone is given the power to find ways to overcome obstacles.”)

Student Success (“We put students at the heart of every decision we make.”)

What else do you want to tell us that is relevant to the role?

Please make sure that you tell us how you meet the job description and person specification (continue on a separate sheet of paper if you need to.)

If you are applying for a teaching role, please fill in this section.

Please tell us the subjects or skills you can offer.

Subject or skill area:	Level:
1	
2	
3	
4	
5	
6	
7	

If you are applying for a part-time teaching post, please fill in the following.

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

References

Please provide details of two referees – one should be your current or most recent employer or educational establishment. The other should also be a previous employer. Neither of the referees should be related to you. If you have worked with children or vulnerable adults previously, both referees should be able to comment on your suitability to work with children and vulnerable adults. Please tick the appropriate box if you do not want us to contact the referee until you give permission.

Referee 1

Name:	
Address:	
Email address:	
Phone numbers:	
How do you know the above?	
Please do not contact without my permission	<input type="checkbox"/>

Referee 2

Name:	
Address:	
Email address:	
Phone numbers:	
How do you know the above?	
Please do not contact without my permission	<input type="checkbox"/>

Please say if you are related to an employee or governor of the City of Wolverhampton College.

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Do you have any current or previous convictions?
(As all staff have access to learners, posts are exempt from the conditions of the Rehabilitation of Offenders Act 1974 and so you must declare all convictions, cautions and bind-overs including those seen as 'spent'.)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
If yes, please give details:	

Providing false information or leaving out information that means we may not consider you for a role is an offence. This could result in us rejecting your application or dismissing you if we employ you and possibly referring the matter to the police.

The information given above and in any supporting documents is true and I have not left out anything that would affect the application. I understand that any false or misleading information given in this application may mean you would immediately end my contract of employment, if I am appointed. I agree that you can use information provided on this application form for data processing as defined in the Data Protection Act 1998.

Your signature:	
Date:	

If you are filling in this form electronically, please tick this box to confirm the information is accurate and that you are happy to go ahead with the application process. (You do not need a signature.)

