# Application Form

|  |  |
| --- | --- |
| **Vacancy Reference** |  |
| **Vacancy ID** |  |
| **Vacancy title** |  |
| **Where did you see this job advertised?** |  |

**How to fill in this form:**

* Please read the guidance notes below and other information provided before you complete your application.
* Please ensure that you answer all the questions as fully as possible.
* Type or write neatly in black ink, as this form will be photocopied.
* Once completed, this application form must be returned by 5:00 p.m. on the closing date. Late forms will not be accepted. If sending by post please ensure the correct postage is paid as we do not receive underpaid items.
* On the grounds of economy, we do not acknowledge receipt of application forms. However, if you would like us to do so please forward a stamped addressed envelope.
* All candidates applying for posts (including voluntary) that involve contact with children and/or vulnerable adults will be required to have an enhanced Disclosure and Barring Service (DBS) check.
* All candidates will be checked against the Social Services Information Data System (SSID)
* All Job offers will be made subject but not limited to the following conditions:
  + The candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination/interview.
  + Satisfactory References and DBS.

Candidates selected for interview will be notified **within four weeks** of the closing date. It is regretted that applicants, who do not hear further within the four-week period, must conclude that their application has not been successful on this occasion.

**General Information:**

* Selection for the interview will depend solely on the information contained on your application form. Curriculum Vitae will not be accepted.
* Please use the application form enclosed with your job pack, or downloaded from our website for this specific vacancy – not all jobs have the same form, and this will ensure you supply all the required information for your application to be considered.
* The Person Specification enables us to recruit the best person for the job, as it outlines the abilities, skills, knowledge, qualifications and experience necessary to carry out the duties of the job. No assumptions will be made from anything such as the title of a previous or current post.
* It is essential that you fully explain how you meet the criteria for the post you are applying for.

**Personal Statement Section**

You will need to fully complete this to show how your skills, abilities, qualifications and experience are relevant to this post. This can be achieved by explaining what your understanding of that particular criterion is, how you can / do apply that understanding, and by stating your experience, knowledge or qualifications and giving examples, if appropriate.

Check when you have finished completing the form that you have shown how you meet **ALL** of the **ESSENTIAL** Criteria except if the specification states that the criteria will be tested at interview or by other means. If there are criteria which you do not have direct work experience of, it is acceptable to draw on relevant experience gained elsewhere, for example in voluntary work, leisure interests, home responsibilities, sporting, community links or educational experience. If you have additional skills, qualifications or knowledge from the **DESIRABLE** criteria these should also be included since if there are a number of applicants meeting all the essential criteria this information may also be used in shortlisting. You may with you use a layout similar to that shown below:

|  |  |
| --- | --- |
| Criteria | How I meet the criteria |
| 1 |  |
| 2...etc. |  |

**Feedback**

Should you not be successful with your application, we offer a ‘positive feedback service’. If you wish to take advantage of this please contact the recruitment team, who will arrange for a member of the recruitment panel to advise you of the reasons why your application was not successful.

**Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr | Mrs | Miss | Ms | Dr | Other |  |
| Forename (s) |  | | | | | | |
| Surname |  | | | | | | |
| Address1 |  | | | | | | |
| Address 2 |  | | | | | | |
| Address 3 |  | | | | | | |
| City / Town |  | | | | | | |
| Post code / Zip code |  | | | | | | |
| Country |  | | | | | | |
| Mobile Phone |  | | | | | | |
| Home Phone |  | | | | | | |
| Email Address |  | | | | | | |
| Date of Birth | **Optional** | | | | | | |

|  |  |
| --- | --- |
| Do you hold a current UK/EEA driving licence |  |

**Education and Qualifications**

Applicants may be required to provide proof of qualifications at interview or prior to appointment

**Education details 1**

|  |  |
| --- | --- |
| **Education Details (Further/Higher Education – MOST RECENT FIRST)** | |
| Educational establishment name |  |
| Country of establishment |  |
| Date attended from |  |
| Date attended to |  |
| Qualification awarded |  |
| Subject |  |
| Date of Award/Expected |  |
| Grade or class or level |  |

**Education details 2**

|  |  |
| --- | --- |
| **Education Details (Further/Higher Education – MOST RECENT FIRST)** | |
| Educational establishment name |  |
| Country of establishment |  |
| Date attended from |  |
| Date attended to |  |
| Qualification awarded |  |
| Subject |  |
| Date of Award/Expected |  |
| Grade or class or level |  |

**Education details 3**

|  |  |
| --- | --- |
| **Education Details (Secondary – MOST RECENT FIRST)** | |
| Educational establishment name |  |
| Country of establishment |  |
| Date attended from |  |
| Date attended to |  |
| Qualification achieved with dates |  |

**Education details 4**

|  |  |
| --- | --- |
| **Education Details (Secondary – MOST RECENT FIRST)** | |
| Educational establishment name |  |
| Country of establishment |  |
| Date attended from |  |
| Date attended to |  |
| Qualification achieved with dates |  |

**In Service Training/Professional Development**

Please provide details of relevant training/professional development you have successfully completed. Include the titles of relevant courses/ training sessions, the dates completed outcomes and name of the awarding body where applicable.

|  |  |
| --- | --- |
| Training/course title |  |
| Date completed |  |
| Outcome |  |
| Awarding/organising body |  |
|  | |
| Training/course title |  |
| Date completed |  |
| Outcome |  |
| Awarding/organising body |  |
|  | |
| Training/course title |  |
| Date completed |  |
| Outcome |  |
| Awarding/organising body |  |
|  | |
| Training/course title |  |
| Date completed |  |
| Outcome |  |
| Awarding/organising body |  |
|  | |
| List any Accreditations and/or Professional Bodies. Please include your membership or registration number for Professional Bodies memberships: | |
|  | |

**Employment**

**Current Employment**

Please list your current employment details here. This can be full time, part time or even voluntary work. If you are not currently in employment go to “Past Employment Record”

|  |  |
| --- | --- |
| Are you currently in employment? |  |
| Job title |  |
| Name of Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Address line 3 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Phone Number |  |
| Type of employment i.e. Direct employee, through agency, self-employed, student, placement, work experience, Voluntary |  |
| Other relationship (please specify) |  |
| Type of Contract i.e. Permanent, Temp, Fixed Term, Casual, Seasonal, Bank |  |
| Other type of contract (please specify) |  |
| Working hours i.e. Full Time, Part Time, Term Time |  |
| Other working hours (please specify |  |
| Start date of Contract/Service |  |
| Current Salary (£/Sterling equivalent) |  |
| Allowance(s) received |  |
| Period of notice required |  |
| Reason for leaving |  |
| Briefly outline duties |  |

**Past Employment Record (MOST RECENT FIRST)**

Please provide a full history in chronological order **since leaving secondary education,** including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates. **You must explain any periods not in employment, education or training, and reasons for leaving employment.**

**Past employment record 1**

|  |  |
| --- | --- |
| Job Title |  |
| Name of Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Address line 3 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Employer Phone Number |  |
| Type of Contract |  |
| Other type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent) |  |
| Reason for leaving |  |
| Briefly outline duties |  |

**Past employment record 2**

|  |  |
| --- | --- |
| Job Title |  |
| Name of Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Address line 3 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Employer Phone Number |  |
| Type of Contract |  |
| Other type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent) |  |
| Reason for leaving |  |
| Briefly outline duties |  |

**Past employment record 3**

|  |  |
| --- | --- |
| Job Title |  |
| Name of Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Address line 3 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Employer Phone Number |  |
| Type of Contract |  |
| Other type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent) |  |
| Reason for leaving |  |
| Briefly outline duties |  |

**Past employment record 4**

|  |  |
| --- | --- |
| Job Title |  |
| Name of Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Address line 3 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Employer Phone Number |  |
| Type of Contract |  |
| Other type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent) |  |
| Reason for leaving |  |
| Briefly outline duties |  |

**Personal Statement**

Please see the Guidance notes above and submit a separate Personal Statement in the format prescribed alongside your application form.

If there is any other information you would like to add to support your application please add it to the supporting statement.

|  |  |
| --- | --- |
| Are you applying for this job on a job share basis? |  |

**References**

Please give the name of at least two references relevant to the role for which you are applying. One should be your current or most recent employer (or teacher or tutor if you have recently left school/college). If you are applying to work with vulnerable groups then at least one of the referees must be able to comment on your ability to work with children and/or vulnerable adults. References will not be accepted from relatives or from people writing solely in the capacity of friends. The Council reserves the right to request further references. Please ensure your referee is aware they may be asked to provide a reference if you are shortlisted for interview.

**Referee 1**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Referee’s Position |  |
| Which employer is this reference for? |  |
| Referee Type |  |
| Other type |  |
| Referee Address Line 1 |  |
| Referee Address Line 2 |  |
| Referee Address Line 3 |  |
| Referee Town/City |  |
| Referee Country |  |
| Referee Postcode |  |
| Referee Telephone |  |
| Referee Email |  |
| If shortlisted, may we approach for a reference before interview? | YESNO |

**Referee 2**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Referee’s Position |  |
| Which employer is this reference for? |  |
| Referee Type |  |
| Other type |  |
| Referee Address Line 1 |  |
| Referee Address Line 2 |  |
| Referee Address Line 3 |  |
| Referee Town/City |  |
| Referee Country |  |
| Referee Postcode |  |
| Referee Telephone |  |
| Referee Email |  |
| If shortlisted, may we approach for a reference before interview? | YESNO |

Please use additional boxes to include more Referees. You must have a minimum of 2 referees to submit your application.

**Additional Referee 1**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Referee’s Position |  |
| Which employer is this reference for? |  |
| Referee Type |  |
| Other type |  |
| Referee Address Line 1 |  |
| Referee Address Line 2 |  |
| Referee Address Line 3 |  |
| Referee Town/City |  |
| Referee Country |  |
| Referee Postcode |  |
| Referee Telephone |  |
| Referee Email |  |
| If shortlisted, may we approach for a reference before interview? | YESNO |

**Additional Referee 2**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Referee’s Position |  |
| Which employer is this reference for? |  |
| Referee Type |  |
| Other type |  |
| Referee Address Line 1 |  |
| Referee Address Line 2 |  |
| Referee Address Line 3 |  |
| Referee Town/City |  |
| Referee Country |  |
| Referee Postcode |  |
| Referee Telephone |  |
| Referee Email |  |
| If shortlisted, may we approach for a reference before interview? | YESNO |

**Declarations & Disclosure**

**Disability**

The council participates in the ‘Positive About Disabled People – guaranteed interview scheme’ and one of our commitments is to interview all disabled applicants who meet the essential criteria for a job vacancy. The questions below are to establish whether you are eligible for a guaranteed interview. In addition we use the information for statutory monitoring purposes.   
  
Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

|  |  |
| --- | --- |
| Do you have a disability as defined above? |  |
| Please list any reasonable adjustments you may require to attend an interview. |  |

**Work Permission**

If you are unclear about your eligibility to work in the UK please refer to our frequently asked questions or alternatively you may find the [UK Borders Agency](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/) helpful.

|  |  |
| --- | --- |
| Do you need permission to work in the UK? |  |

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you from employment.

|  |  |
| --- | --- |
| Are you a relative or a partner, or do you have a close personal relationship with, any employee or Councillor of Peterborough City Council? |  |
| If yes, please state the person(s) full name, their position and place of work. |  |

**National Insurance Number**

Further information on applying for a National Insurance Number can be obtained from the DirectGov website

|  |  |
| --- | --- |
| Do you have a National Insurance (NI) Number? |  |
| If Yes please state |  |
| If No please state reason |  |
| Other reason |  |

**Independent Safeguarding Authority registration**

Applicable only to posts involving work with children and vulnerable adults

|  |  |
| --- | --- |
| If applicable please enter your ISA registration number – this will be your authorisation for the city council to check your registration with ISA. An enhanced CRB check will also be taken up on successful candidates. |  |

**Declaration of Criminal Convictions**

Please respond to the statements below. Further guidance is available via the help text. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. If you disclose a conviction, it does not necessarily mean that we will not consider your application. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for. Further information on the disclosure of convictions can be found in the supporting information.

|  |  |
| --- | --- |
| Do you have any criminal convictions, cautions, warnings or bind overs that are not spent? |  |
| If yes then please disclose any criminal convictions, cautions, warning, reprimands, or bind-overs that are not spent. Please provide full details (offence, date of conviction and sentence) |  |

**Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

There are some occupations in which people are expected to declare their convictions, **even if they are spent.** There is a list of exceptions to the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 and the list includes all jobs working with children and vulnerable adults. It also includes some other very specific roles (see help text). You must disclose all criminal convictions, cautions, warnings, reprimands and bind-overs for any and every offence (not only those involving children or vulnerable adults).

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview, will be entirely confidential and will be considered only in relation to this application.

|  |  |
| --- | --- |
| Does the post for which you applying involve access to children or vulnerable adults or is it an excepted post? |  |
| If yes then please disclose any criminal convictions, cautions, warnings, reprimands or bind-overs that are spent. Please provide details (offence, date of conviction and sentence.) |  |

**Data Protection Act: Consent and Certification of Details**

The Council is under a duty to protect the public funds it administers. We may therefore use the information you have provided in your application for the prevention and detection of fraud.

|  |  |  |
| --- | --- | --- |
| I hereby give my consent for the information provided on this form, to be held on computer or other relevant filing systems and to be shared with accredited organisations or agencies in accordance with the data protection act 1998. | | (Yes/No) |
|  |  | |

**Declaration**

I hereby certify that:

* All the information given on this form is correct
* I have answered all the questions related to me fully and accurately
* I am not disqualified from working with children or vulnerable adults
* I am not subject to sanctions imposed by a regulatory or professional body that prevents my employment in this role
* I am in possession of the qualifications I claim to hold

I understand that should the information given in this application be incorrect it may result in my application being rejected, or if I am selected for the position, in summary dismissal, and a possible referral to the Police or ISA where relevant

|  |  |  |
| --- | --- | --- |
| Signature | |  |
| Print name | |  |
| Date | |  |
|  |  | |

**Please return your completed application and personal statement to:**

**By Post or in person:**

Recruitment (Payroll/HR)

City College Peterborough

Brook Street

Peterborough

PE1 1TU

**By E-mail:**

recruitment@citycollegepeterborough.ac.uk

**Complaints and Comments:**

City College Peterborough, part of Peterborough City Council, is keen to ensure equality of opportunity in its recruitment selection processes. We need feedback on our recruitment service so that we can continue to improve it, whether the feedback is positive or negative. If there is a problem which needs addressing, we need to know about it, so we welcome all comments. If you consider that the recruitment process was not conducted properly or if you feel that you were treated unfairly, you should submit a written complaint, giving full details of your grievances to enable a full investigation to be carried out, to: The Quality Manager, City College Peterborough, Brook Street, PE1 1TU.

**Diversity Monitoring**

We are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only, and will not be seen by the short listing panel. This section will be detached from the application form prior to short listing.

|  |  |
| --- | --- |
| Gender |  |
| Ethnic origin: I would describe my ethnic origin as |  |
| Religion and belief |  |