

**Confidential**

**Application for Employment**



Application Number

Principal: **Graham Wilkinson**  
Kendal College, Milnthorpe Road, Kendal, Cumbria LA9 5AY  
Tel: 01539 81474281/4700 Fax: 01539 814701 E-mail: jobs@kendal.ac.uk

This application can be submitted either on line or in writing (if you have a disability and you wish to receive this form or submit it in another format, such as large print or audio tape, please contact Julia Walsh, Personnel Coordinator on 01539 814742). Please note that incomplete applications will not be considered. CVs will not be considered unless otherwise stated in the recruitment information for the post applied for.

To enable those shortlisting to do so without regard to gender, age, ethnic, disability or other equal opportunity considerations, we ask you to complete personal details on this front page. This is then detached from the application by Personnel and not seen by the shortlisting panel.

**Post Applied for:** \_\_\_\_\_

Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Former Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Daytime: \_\_\_\_\_ Evening \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

Do you require a permit/visa to work in the UK? Yes  No

Do you hold a valid driving licence for a motor vehicle? Yes  No

Details (including dates) of any endorsements or penalty points: \_\_\_\_\_

**Disability**

Please indicate if you think you have a disability or medical condition that could be affected by the job, or any assistance that can be given to ensure you are able to undertake the job you have applied for. Also please let us know if there are any reasonable adjustments that you wish us to consider to ensure you are able to undertake the job you have applied for.

Disability Definition

*The definition of disability as defined in the Disability Discrimination Act is a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities. This is intended to be a fairly wide definition. The Act applies to people who no longer have a disability but have had one in the past. Mental impairments include learning difficulties and illnesses which are clinically well recognised (ie by a respected body of medical opinion). A substantial adverse effect is something which is more than a minor or trivial effect and goes beyond the normal differences between people. A long term effect of an impairment is one which has lasted at least 12 months: or where the total period for which it lasts is likely to be at least 12 months: or which is likely to last for the rest of the life of the person affected.*

**Disclosure of Criminal Convictions**

You are required to disclose all criminal convictions including any which may be 'spent' under the Rehabilitation of Offenders Act 1974. This is because the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 or 1986 and therefore even 'spent' convictions must be disclosed.

Any information you provide will be treated as strictly confidential. Disclosure of a criminal record does not automatically debar you from appointment but allows the College to make a decision about suitability taking into account only those offences which are relevant to the particular post you have applied for.

Have you ever been convicted of an offence or been subject to a bind-over caution?

Yes  No

If yes please provide full details: \_\_\_\_\_

Successful candidates will be required to complete a disclosure which will enable the Criminal Records Bureau (CRB) to carry out necessary checks with the Department for Schools, Department of Health and the Police. Failure to disclose convictions could result in the withdrawal of a job offer or disciplinary action.

### Declaration

Please declare here if you are related to any member of the College including the Corporation and if so please provide details:

### References

Please give the name, occupations and postal addresses of two responsible persons to whom you are not related, and to whom reference can be made who can comment on your work performance. One referee must be from a senior manager or the Human Resources Department of your present employment and where possible one referee should be in a position to comment on your ability to work with children, young people and vulnerable adults. If you do not have current employment please request references from your most recent employer. If you have not had previous employment please give someone as a referee who has known you for at least two years.

1.	Name:	_____	2.	_____
	Relationship:	_____		_____
	/Status	_____		_____
	Address	_____		_____
		_____		_____
		_____		_____
	Telephone:	_____		_____
	E Mail:	_____		_____

\* Please tick box if you do not want your referees approached without prior permission.  
*Appointments will only be made subject to two references satisfactory to College.*

### Data Protection 1998

The information provided on this application form will remain private and **confidential** and will be used for the purpose of recruitment and selection. Where the applicant is successful Kendal College may wish to process this information for personnel administration and business management purposes. Please note that Kendal College may approach third parties to verify the information that you have given. By signing this form you will be providing Kendal College with your consent to all these uses.

Protocol Professional, a service provider, works within Kendal College to supply part time lecturers, assessors and classroom assistants to the College. If you are happy for your details to be passed on to Protocol Professional please tick the box.



## Education and Qualifications and Professional Qualifications

Name and Address of Educational Establishment	Full or Part-Time	Dates	Qualifications Obtained

## Additional Training

Including any short courses that you have undertaken in the past two years **if relevant** to your application (Use additional A4 sheets if required) in the date columns please detail date, month and year

Course/Programme	Details

Membership of Professional bodies:

## **Additional Information**

Please outline on this page why you have applied for this vacancy and how you match the criteria for the job. Please use additional A4 sheet should you need to.

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## Health/Medical & Other Information

Please tick relevant box	Yes	No
Have you been absent from work through ill health or injury for more than 5 days in the last 12 months?		
Have you ever been convicted of a criminal offence other than petty motoring offences? <i>(NB: Due to the nature of the work for which you are applying, ie in an educational establishment, under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, you are not entitled to withhold information about "spent" convictions. Any information will be treated as completely confidential and will be considered only in relation to an application for positions to which the order applies</i>		
Do you have any criminal charges pending?		
Have you ever been dismissed from employment for a reason other than redundancy?		
Have you ever been suspended or subject to disciplinary action in any post you have held?		
Do you require a work permit to take up employment in the UK?		

If you have answered YES to any of the above, please specify on a separate, signed sheet and enclose it in a sealed envelope marked **Private & Confidential** and attach it to this form

<p><b>Declaration</b></p> <p>I confirm that all the information I have provided is accurate and that I am in agreement with the information provided being processed for employment purposes as defined by the Data Protection Act</p> <p><b>Signature:</b> ..... <b>Date:</b> .....</p>
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Please return to:  
**Julia Walsh, Personnel Coordinator, Kendal College, Milnthorpe Road, Kendal, Cumbria LA9 5AY**

**Please note:** A large number of enquiries and applications are received for vacant posts. In order to allow sufficient time for these applications to be considered properly, staff resources are not used to acknowledge receipt of application forms. However, if you wish to receive acknowledgement of receipt of your application, please include a stamped, self-addressed envelope.



## Equal Opportunities Monitoring Form

This form will be used to monitor how Kendal College compares nationally and locally with regard to equal opportunities. It will not be held for any other purpose. It does not constitute any part of the recruitment and selection process and although it will be kept on your personal file if you are appointed, it is used solely for the purposes of equal opportunities monitoring.

Name \_\_\_\_\_ Post applied for: \_\_\_\_\_

Gender (please tick) Male  Female

Age (at point of application) \_\_\_\_\_

### Disability

Do you suffer from a disability as described in the Disability Discrimination Act (DDA) 1995? (please tick)

Yes  No

If yes, please state what the disability is:

\_\_\_\_\_

\_\_\_\_\_

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### Ethnic Origin

I would describe my ethnic origin as (please tick):

Asian or Asian British – Bangladeshi <input type="checkbox"/>	Mixed – white or Black African <input type="checkbox"/>
Asian or Asian British – Indian <input type="checkbox"/>	Mixed – white or Black Caribbean <input type="checkbox"/>
Asian or Asian British – Pakistani <input type="checkbox"/>	Other mixed background <input type="checkbox"/>
Asian or Asian British - any other Asian background <input type="checkbox"/>	White British <input type="checkbox"/>
Black or Black British – African <input type="checkbox"/>	White Irish <input type="checkbox"/>
Black or Black British – Caribbean <input type="checkbox"/>	Other white background <input type="checkbox"/>
Black or Black British - other black background <input type="checkbox"/>	Any other <input type="checkbox"/>
Chinese <input type="checkbox"/>	Not known or not provided <input type="checkbox"/>
Mixed -white or Asian <input type="checkbox"/>	

These categories are used by the Office of National Statistics (ONS) 2001 Census and are the categories prescribed the the LSC.

Please tell us where you saw this post advertised: \_\_\_\_\_

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Black or Black British – Caribbean <input type="checkbox"/>	Other white background <input type="checkbox"/>
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