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Application for Employment (Teaching Roles) - Confidential

The College is committed to achieving equality of opportunity for all who work here, free from discrimination on the grounds of disability, sex (including marital status, gender & gender reassignment), sexual orientation, colour, race, nationality, religious beliefs, ethnicity or age.

**Please read the notes of guidance enclosed before** completing the form. If you are filling out the form online, please type in the fields provided.

This form can be returned via email to [recruitment@harlow-college.ac.uk](mailto:recruitment@harlow-college.ac.uk) or post to: HR Services, Harlow College, Velizy Avenue, Harlow, Essex. CM20 3EZ

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| **POST APPLIED FOR**    **Please indicate below if you would consider full time / part time or both.** |

**1. PERSONAL DETAILS** (BLOCK LETTERS please)

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| --- | --- | --- |
| Forename(s)  Surname  Address      Post Code | Home Tel No  Work Tel No  Mobile No  e-mail address | |
| If you are a qualified teacher, please give your DfES Ref No. and date of qualification | | |
| **2.** **RIGHT TO WORK IN THE UK**  Are you a British Citizen? YES  NO  If **no**, please indicate your citizenship below (for details of countries under these categories, please refer to the Notes of Guidance for Completing the Application Form). | | |
| a) From the European Economic Area (EEA) and Switzerland?  b) From the European Economic Area (EEA) Accession States (A8)?  c) From any other country outside the European Economic Area? | | YES  NO  YES  NO  YES  NO |
| If yes to c), please indicate the type of visa/work permit you hold:  Indefinite leave to remain YES  NO  Time bound leave to remain YES  NO  Expiry Date  This document is available and accessible in community languages upon request. | | |
| **Complaints:** If you feel that you have been treated in an unfair or unlawful way, at any stage, of your application, you should contact the Principal/Deputy Principal. | | |

**3. CURRENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Name of employer  Address        Post Code | Job Title  Status or Grade  Date of Appointment  Full-Time  Part-Time  If P/T, hours per week  Permanent or Fixed Term  Annual Salary  Period of Notice | |
| Brief outline of responsibilities/duties | | Reason For Leaving: |

**4. PREVIOUS EMPLOYMENT** (most recent first) including service with H.M. Forces  
**Continue on a separate sheet if necessary. Please ensure that all gaps in employment are addressed.**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Employer | From (dd/mm/yy) | To (dd/mm/yy) | Title of Post | Salary/ Hourly Rate | F/T or P/T | Reason for Leaving |
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**5. MATHS AND ENGLISH QUALIFICATIONS** (Please enter the highest level in English & Maths qualification)

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| --- | --- | --- | --- | --- |
| Name of School(s)  and nearest Town/City | Subject | Qualifications Obtained (i.e. GCSE, A Level etc) | Grade | Date obtained |
|  | English |  |  |  |
|  | Maths |  |  |  |

**6. SECONDARY SCHOOL EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School(s)  and nearest Town/City | From Month/ Year | To Month/ Year | Qualifications Obtained | Grade | Dates |
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**7. FURTHER AND HIGHER EDUCATION** (continue on a separate sheet if necessary)

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| --- | --- | --- | --- | --- | --- | --- |
| Place of study  (University, College) | From  Month/ Year | To  Month/ Year | F/T  or P/T | Qualifications Obtained | | Type of qualifications gained (Degree, Diploma etc.) |
|  |  |  |  | Main Subject | Subsidiary Subject(s) |  |
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**8. OTHER QUALIFICATIONS** (including membership of professional bodies)

Please indicate the date of any examinations taken and qualifications gained

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| --- | --- |
| (a) Other Qualifications and Training Courses   completed/Attended/Awarded | (b) Membership of Professional Association e.g. Institute   of Learning    Membership No: |
| Have you received training to teach or support students with special needs and/or learning difficulties?  YES  NO  If YES, please provide brief details | |

**9. TRAINING & DEVELOPMENT (**continue on a separate sheet if necessary)

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| --- | --- | --- |
| Please give details of any further training/study tours/publications (including in-service and short courses) | | |
| Brief Description/Course Title | Date | Organising Body |
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**10. WHERE DID YOU SEE THE JOB ADVERTISED?**

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| Please tick where you first saw the job advertised. If this is not listed below please complete the ‘other box’  Job Centre  Harlow Star  TES  College Website  Other - please state |

**11. EXTERNAL POSITIONS**

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| Please give details of any positions of responsibility you have held in a voluntary, at national or local level (e.g. School Governor or Committee Member). |

**12. TEACHING AREAS** - Please state which teaching area(s) and the level of teaching you are able to offer

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| --- | --- | --- |
| Area | Subjects | Level |
|  |  |  |

**13. DETAILS IN SUPPORT OF APPLICATION** (continue on a separate sheet if necessary)

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| **PLEASE NOTE THE FOLLOWING GUIDANCE**  Please use this section to demonstrate and evidence in detail, how your skills, knowledge and experience and meet the requirements for this post by referring to the sections ‘Core Areas of Responsibility’, ‘Be The Expert’ and ‘Competencies’ on the role profile. Reference to the key elements of this document will assist the selection panel in determining your suitability for interview |
| Leisure pursuits relevant to this job application |

**14. ADDITIONAL INFORMATION**

If you are related to any current member of the College staff, please provide that person’s name and your relationship to them.

Name of employee

Relationship

**15. DECLARATION**

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| I certify that, to the best of my belief, the information I have entered is true and any false information provided in the event of employment being offered, will result in dismissal or disciplinary action by Harlow College.  Signed       Date |

**16. REFERENCES**

|  |  |
| --- | --- |
| Please provide details of your current employer and previous employer whom we may approach for references.  If your referees knew you by a different name, please specify full name below: | |
| (a) Name  Position  Organisation  Address      Post Code  Tel No  Email  May we contact this referee prior to interview? | (a) Name  Position  Organisation  Address      Post Code  Tel No  Email  May we contact this referee prior to interview? |

**NOTES FOR APPLICANTS**

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| 1) Original documentary evidence of status (including Degrees and Diplomas) will be required of successful applicants and will be requested if an offer of employment is made. Supporting evidence of war service, industrial and other experience may be required for salary assessment purposes. Such documents should not accompany this form.  2) Any personal data entered on this form may be held on computer files and processed in accordance with the General Data Protection Regulations (GDPR) (EU) 2016/679 and that consent is given to the storage and use of such information for employment and monitoring purposes.  3) If you have a disability and require any adaptations to the selection process please advise HR Services. |

**Harlow College Velizy Avenue Town Centre Harlow Essex CM20 3LH**

**Tel (01279) 868000 Fax (01279) 868260**

**e-mail: reception@harlow-college.ac.uk www.harlow-college.ac.uk**