



Please read the guidance notes before completing this form.

ROLE APPLYING FOR

Please indicate below if you would consider:

Full Time

Part Time

Fixed Term

Casual

Personal Details

FIRST NAME(S)

SURNAME

TITLE

HOME ADDRESS

TOWN/CITY

COUNTY

POSTCODE

TELEPHONE

MOBILE

EMAIL

NATIONAL INSURANCE NUMBER

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Right to work in the UK

Are you a UK Citizen? YES NO

If **no**, do you have the right to work in the UK? YES NO

Full details must be given including the expiry of any visas:

Current Employment

Details of current or most recent employment

Please ensure all gaps in employment are addressed. If you require more space, please use the notes page at the back.

Name & address of employer	Job Title	F/T or P/T	Inclusive dates Month & Year		Permanent or Fixed Term	Annual Salary
			From	To		

Brief outline of responsibilities/duties

Reasons for leaving

Notice period

Previous Employment

Previous employment, voluntary work or other activities

(most recent first) including service with HM Forces

Name of employer	Job Title	F/T or P/T	Inclusive dates Month & Year		Salary/ Hourly rate	Reasons for leaving
			From	To		

Maths & English Qualifications

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

Further & Higher Education

College or University							
Place of study (College, University)	Inclusive date Month & Year		F/T or P/T	Qualifications Obtained		Type of qualifications gained (Degree, Diploma)	Level
	From	To		Main Subject	Subsidiary Subject(s)		

Secondary School Education

Secondary School(s)						
Name of School(s) and location	Inclusive date Month & Year		Qualifications Obtained			
	From	To	Subjects	Type (GCSE, A Level)	Grade	Level

Other Qualifications

Details of any other relevant qualifications (Including member of professional bodies)		
Qualification Title / Membership Level	Awarding Body / Prof. Organisation	Date

Have you received training to teach or support students with special needs and/or learning difficulties?
YES NO

If **yes**, please provide brief details:

Training & Development

Details of any further training/study tours/publications (including in-service and short courses) If you require more space, please use the notes page at the back.		
Course Title and brief description	Organising Body	Date

External Positions

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

Details in Support of Application

Please use this section to demonstrate and evidence in detail, how your skills, knowledge and experience 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. (If you require more space, please use the notes page at the back)

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying

Are you related to any current member of the College staff?

If **yes**, please provide that person's name and your relationship to them:

YES NO	Name of employee
	Relationship

Where did you see this job advertised?

Please select where you first saw this job advertised

Other (Please specify)

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Notes for Applicants

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 military 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. We may also retain the information contained within this form for unsuccessful applicants for monitoring purposes and may contact you about future vacancies.

3) If you require any adaptations to the selection process please advise HR Services.

Declaration

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 may result in dismissal or disciplinary action by Harlow College

Name	Signature
Date	

References

Please provide details of your current and previous employer whom we may approach for references. If your referees knew you by a different name, please specify full name below. Please give a valid email address to ensure your application or potential job offer is not delayed: Please note, the referees will be asked if they are aware of any safeguarding concerns:

REFEREE 1. (Current or most recent employer)

Name	Address
Position	Organisation
Telephone	Email

May we contact this referee prior to interview? YES NO

REFEREE 2.

Name	Address
Position	Organisation
Telephone	Email

May we contact this referee prior to interview? YES NO

Next Steps

Once you have completed this application form please email it to: recruitment@harlow-college.ac.uk

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.

Safeguarding

This college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



**Distinguished
School**



