

Post Reference Number

Unique Application Number

[Group HR Staff Use Only]

Chelmsford College Group

Application For Employment

Post Applied For

Present Occupation (If not in employment please leave blank)

Job Title:

Dates: From To

Name and Address of Employer:

Current Salary: Notice Period:

Reason for seeking new employment:

Brief description of current responsibilities and duties:

Previous Employment (Please list most recent employer first)

Dates: From To

Name and Address of Employer:

Job Title and brief description of duties:

Reason for leaving:

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Dates		Name and Address of Employer
From	To	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Job Title and brief description of duties:		
<input type="text"/>		
Reason for leaving:		
<input type="text"/>		
Dates		Name and Address of Employer
From	To	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Job Title and brief description of duties:		
<input type="text"/>		
Reason for leaving:		
<input type="text"/>		
Dates		Name and Address of Employer
From	To	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Job Title and brief description of duties:		
<input type="text"/>		
Reason for leaving:		
<input type="text"/>		
Dates		Name and Address of Employer
From	To	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Job Title and brief description of duties:		
<input type="text"/>		
Reason for leaving:		
<input type="text"/>		

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Education		
Secondary School, College, University	From (Month/Year)	To (Month/Year)

Qualifications		
<i>Qualifications Obtained (School exams, vocational qualifications, degrees, diplomas, professional exams etc.)</i>		
Qualification with Level or Class	Awarded By	Period of Study and Date Awarded

Professional Development
<i>Please list professional development courses attended during the last three years</i>

Membership of Professional Bodies
<i>Please list any membership of professional bodies or associations</i>

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Current Training Enrolments			
Training Provider	Course	Start Date	Expected End Date

Concurrent Employment
<i>Please give details of any paid or unpaid work you wish to continue, if appointed to the post</i>

Department for Education Registration Number – Teaching Staff Only
If you hold a registration with the Department for Education please provide the number below
<input type="text"/>

Declaration

I have read the Guidance Notes for applicants and have included my Supporting Statement and Personal Data Form. I certify that the information I have entered is true and accurate, and I understand that any false information or failure to provide relevant supporting documentation or disclose criminal convictions when applying for a post may, in the event of employment, result in dismissal or disciplinary action by Chelmsford College Group. I hereby give explicit consent to process the information submitted in this application under the terms of the Data Protection Act 1998. I understand that the information will be kept confidential and used only by the assessment panel for the purpose of selecting the best candidate for the post.

I hereby consent to details of my previous employment and education, held under the Data Protection Act 1998, to be released to Chelmsford College Group for the purposes of obtaining references.

The Chelmsford College Group



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References

Please note that you must provide contact details for two referees from your current and most recent post. These should, wherever possible, be the Head of Establishment. Character referees and references from friends and acquaintances are not acceptable. References will be required prior to employment commencing and must be acceptable to the College Group.

Referee 1	Name of Referee	<input type="text"/>
	Relationship to Applicant	<input type="text"/>
	Post Title	<input type="text"/>
	Organisation/ Company Name	<input type="text"/>
	Address	<input type="text"/>
	Email	<input type="text"/>
	Phone	<input type="text"/>
	Fax	<input type="text"/>

Referee 2	Name of Referee	<input type="text"/>
	Relationship to Applicant	<input type="text"/>
	Post Title	<input type="text"/>
	Organisation/ Company Name	<input type="text"/>
	Address	<input type="text"/>
	Email	<input type="text"/>
	Phone	<input type="text"/>
	Fax	<input type="text"/>

Additional Referee	Name of Referee	<input type="text"/>
	Relationship to Applicant	<input type="text"/>
	Post Title	<input type="text"/>
	Organisation	<input type="text"/>
	Address	<input type="text"/>
	Email	<input type="text"/>
	Phone	<input type="text"/>
	Fax	<input type="text"/>

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Supporting Statement

*Please submit information in support of your application that demonstrates how your skills and abilities relate to the Job Description and the associated Person Specification. In particular highlight the strengths you would bring and the reasons why you are well suited to the appointment. Please use the space provided below or attach a separate document which **must not exceed 2 sides of A4 in length**.*

Please note that CVs will not be accepted in place of this Supporting Statement.

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Supporting Statement - Continued