Application for Employment

"High quality education and training for the land based industries."

Hartpury College operates an Equal Opportunities Policy

PERSONAL DETAILS - *Please complete in black ink*

Post Applied For:

Surname:

Forenames:
Dr/Mr/Mrs/Miss/Ms

Address:

Post Code:

Email:

Telephone No: (Home)

(Work):

(Mobile):

May we contact you at work? YES/NO

PRESENT EMPLOYMENT

Employer's Name and Address:

Job Title:

Date Commenced:

Description of Duties and Responsibilities:

What is your present salary?

Notice required or earliest date on which you could take up employment:

EDUCATION AND QUALIFICATIONS

Dates		School/College/University etc.	Examinations Taken	Grades	Date
From	To				

MEMBERSHIP OF PROFESSIONAL BODIES

Body	Grade	Whether By Examination	Date

ATTENDANCE AT TRAINING COURSES RELEVANT TO YOUR EMPLOYMENT

Organising Body	Course Title	Duration	Date

PREVIOUS EMPLOYMENT / WORK EXPERIENCE - STARTING WITH THE MOST RECENT

Employers Name and Address	Post Held and Duties	From	To	Reason For Leaving

The College is regulated by the National Care Standards and this requires us to establish an explanation for any gaps in employment history. Please ensure any gaps in your employment history are detailed below with dates.

INTERESTS, HOBBIES, MEMBERSHIP OF SOCIETIES etc. *(Please outline briefly)*

RELEVANT EXPERIENCE

Please use the space below (and additional sheets if necessary) to explain why you are applying for the post and how your work experience, skills and personal qualities meet the requirements of the vacancy as detailed in the job description.

ELIGIBILITY TO WORK IN THE UK

Will you require a work permit to work in the UK? Yes....☐* No....☐

If you are a non-UK citizen or non-EEA national, please give details of the work permit/visa that you currently hold:

Type of Work Permit/Visa: ..... Expiry date: .....

*If you require a work permit or visa to work in the UK, you will be required to secure this yourself before applying to work at Hartpury College.

SUPPLEMENTARY INFORMATION

Are you interested in job-sharing i.e. sharing the hours of the post with another person? Yes....☐ No....☐

IF YES, what times would you prefer to work?

Do you have any other employment (including part-time or night work) which you intend to continue?

Yes....☐ No....☐ If Yes, please give details

Have you ever been dismissed from employment? Yes....☐ No....☐

If Yes, please give details

Are you related to any employee of Hartpury College? YES/NO If YES, please give details:

Canvassing, either directly or indirectly, will automatically disqualify the candidate.

REFERENCES: Please give the names of two referees who have agreed to provide a reference and who have knowledge of your work and character. One referee should be your line manager in your present or last organisation, and in the case of applicants leaving full-time education, the head of the school, college, university, etc. Internal applicants need not complete this section – please see 'Application Form Guidelines'. In accordance with the National Care Standards, we have a duty to contact any of your previous employers, over the last 10 years, if your job involved work children, young people or vulnerable adults to check the reasons why the employment ended. If this is the case, please would you supply the appropriate referees (use an additional sheet if necessary).

Should you be shortlisted for interview, please state which of the two below referees you are happy for us to contact prior to interview?

1. NAME:
   POSITION:
   ADDRESS:

   POST CODE:
   TEL NO.:
   EMAIL:
   In what capacity do you know the above?

2. NAME:
   POSITION:
   ADDRESS:

   POST CODE:
   TEL NO.:
   EMAIL:
   In what capacity do you know the above?

Please state the website or publication where you originally saw this post advertised:

The statements made by me in this application are true to the best of my knowledge and belief.

Signature: **Date:**

Please return to: Human Resources Department, Hartpury College, Hartpury House, Gloucester, GL19 3BE.
Tel: (01452) 702135 Fax: (01452) 702155 Email: humanresources@hartpury.ac.uk

EQUALITY & DIVERSITY POLICY

Hartpury College seeks to ensure that all existing and potential employees are given equal opportunities. It is committed to the elimination of unlawful or unfair discrimination on the grounds of age, caring responsibilities, disability, ethnic origin, family circumstances, gender, marital status, nationality, political belief, race, religion or belief, sexual orientation or preference and transgender status. The College will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified. In order to help the College monitor the effectiveness of its Equality and Diversity Policy (and for no other reason), you are asked to provide the information requested below. The information is confidential and does not form part of your application.

Application for post of:

Age (please tick) 16-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-65 ☐ Over 65 ☐

Gender: Male ....☐ Female....☐

Transgender: Do you now present full or part time in a gender role that differs from the gender assigned to you at birth?

Yes....☐ No....☐ Prefer not to say....☐

Marital status: *Please tick relevant box*

Single ☐ Widowed ☐ Married ☐ Civil Partnership ☐ Divorced ☐ Living with Partner ☐

How would you describe your ethnic origin? *Please tick relevant box*

White: British		Mixed: White & Black Caribbean		Chinese	
White: Irish		Mixed: White & Asian		Gypsy	
White: Other		Mixed: White & Black African		Any other background (please state) Please state	
Asian or Asian British		Mixed: Other			
Asian or Asian British: Indian		Black or Black British			
Asian or Asian British: Pakistani		Black or Black British: Caribbean			
Asian or Asian British: Other		Black or Black British: Other			

How would you describe your religion or belief? *Please tick relevant box* (completion of this section is voluntary)

Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ No Religion ☐

Other (please specify)

Do you have any specific needs or requirements in respect of your religious beliefs? If YES, please give details:

Yes....☐ No....☐

Sexual Orientation *Please tick relevant box* (completion of this section is voluntary)

Gay ☐ Lesbian ☐ Heterosexual ☐ Bi-sexual ☐ Questioning ☐

Do you consider yourself to be disabled? *Please tick relevant box* Yes....☐ No....☐

If YES, please give details below stating any specific needs or requirements that you may have in respect of your disability:

The Disability Discrimination Act 1995 defines disability as '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'. The meaning of long-term is lasting, or being likely to last at least 12 months.

Other

Please comment on any other aspects of equality/diversity you feel are relevant (e.g access, diet)

DETAILS OF CRIMINAL CONVICTIONS/OFFENCES/CONDUCT

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that all convictions and offences of whatever nature (including motoring offences) and when they were committed must be revealed when applying for this position. Please list **all** such convictions or offences below. Certain criminal convictions may affect your eligibility for employment with the College. Failure to disclose information or provide inaccurate information will also affect your eligibility for employment.

Position for which you are applying:

Title: Mr / Mrs / Miss / Ms / Dr	**Address:**
Surname:	
Forename(s):	
Previous/Other Name(s):	
Sex: Male ☐ Female ☐	
Date of Birth:	**Place of Birth:**

Date of Conviction	Nature of Summons / Charge Caution / Allegation	Court	Sentence or Order
IF YOU HAVE NO CONVICTIONS OR OFFENCES, PLEASE WRITE 'NONE'			

Are you or have you ever been disqualified from working with children or vulnerable adults (i.e. are you registered on List 99) or subject to any sanctions imposed by any related regulative body (e.g. General Teaching Council)?	**YES* / NO**
* If you answered 'YES' to the above question, please provide full details (continue on separate sheet if necessary).	

I agree that the Criminal Records Bureau (CRB) may disclose to Hartpury College all and any previous convictions and offences that I may have, including any record of previous conduct or offences. I understand that the CRB will reveal spent and current convictions and cautions. I declare that the information I have given is accurate.

Signed: ..... Date: .....