

Application for Employment

Position Applied For:	
College Ref No:	

Title (Mr/Mrs/Miss etc.):	
Surname/Family Name:	
Forenames:	
Address:	
Postcode	
Home phone number:	
Mobile phone number:	
Daytime phone number:	
Email address:	

How did you find out about this vacancy?

Newspaper	<input type="checkbox"/>	Which one?	<input type="text"/>
Internet	<input type="checkbox"/>	Which website?	<input type="text"/>
Recommendation	<input type="checkbox"/>	Who?	<input type="text"/>
Other	<input type="checkbox"/>	Where?	<input type="text"/>
Agency	<input type="checkbox"/>	Job Centre	<input type="text"/>

To complete this application form either:

- Open the document in complete and email to recruitment@co-op.ac.uk
- or
- Print the form, complete it clearly in your own handwriting and post it to the College at Holyoake House, Hanover Street, Manchester, M60 0AS.

The Co-operative College is committed to the development of positive policies to promote equal opportunities in employment regardless of sex, marital status, creed, colour, race, ethnic origin, sexual orientation, disability or age.

The College reserves the right to validate any detail provided on this application form particularly with regard to qualifications and employment history/references.

For College use only	
Date received	<input type="text"/>
Application No.	<input type="text"/>

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Educational & Training

Qualifications

Please provide details of your educational qualifications in chronological order

Date		School, College etc.	Subject	Qualification (eg GCSE, NVQ etc.)	Grade
From	To				

Current Studies

Please provide details of any studies you are currently undertaking

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Professional Membership

Please provide full details of any professional memberships including date joined and level attained?

Professional Body Name	Level Attained

Training Received

Please provide details of any training you have received in the last 5 years which is not already mentioned above.

Date	Training Attended

Publications

Please give details of any publications

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Employment History

Current / Most Recent Employer

Organisation:	
Address:	
Postcode:	
Telephone No:	
Position held:	
Start Date:	
End Date:	
Salary:	
Other payments:	
Benefits:	
Brief description of duties performed:	
Reasons for leaving:	
Notice Required:	
Parental leave – dates taken	

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Previous Employer 1

Organisation:	
Address:	
Postcode:	
Telephone No:	
Position held:	
Start Date:	
End Date:	
Salary:	
Other payments:	
Benefits:	
Brief description of duties performed:	
Reasons for leaving:	
Parental leave – dates taken	

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Previous Employer 2

Organisation:	
Address:	
Postcode:	
Telephone No:	
Position held:	
Start Date:	
End Date:	
Salary:	
Other payments:	
Benefits:	
Brief description of duties performed:	
Reasons for leaving:	
Parental leave – dates taken	

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Previous Employer 3

Organisation:	
Address:	
Postcode:	
Telephone No:	
Position held:	
Start Date:	
End Date:	
Salary:	
Other payments:	
Benefits:	
Brief description of duties performed:	
Reasons for leaving:	
Parental leave – dates taken	

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During the last 10 years have you ever been dismissed, suspended or asked to resign from any position?

Yes No

If Yes, please give details

During the last 5 years have you received any Disciplinary Warning or had any Grievances raised against you?

Yes No

If Yes, please give details

If you have had any breaks in employment please provide full details for these periods and your activities during these times, eg unemployment, career break, voluntary work, illness etc.

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Reasons for Job Application

Please state why this job is of interest to you.

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Please explain how your skills, experience and aptitudes make you suitable for this position. You may continue on a separate sheet if necessary.

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Miscellaneous

Do you require a work permit?	Yes		No	
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Do you hold a valid current driving license?	Yes		No	
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Do you have any endorsements on your driving license?	Yes		No	
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If Yes please give details

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Do you have access to a vehicle that you can use for work purposes?	Yes		No	
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Should you be unsuccessful in your application would you like to College to retain your details on file for 6 months?	Yes		No	
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If you are successful will the College be your only employer?	Yes		No	
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If No please give details

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Do you perform any service or duties that may require extra time of work?	Yes		No	
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If Yes please give details

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Are you a close* relative of, or related or known to an employee of the College or a member of the Board of Governors who either works for the College currently or has worked for the College in the last 12 months? <small>(* Close relative means husband, wife, partner, parents, grandparents, children, grandchildren, brothers, sisters and similar relations by marriage)</small>	Yes		No	
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If Yes please give details

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Have you previously been employed by the College?			No	
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If Yes please give details of the capacity and dates of employment

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Are there any dates on which you will NOT be available for interview?

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Criminal Convictions

The Co-operative College welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant unless the nature of the work demands it. You will not be asked to disclose convictions that are 'spent' under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied so exempt under the Act, in which case a CRB policy will be enclosed. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstance and background to your offence(s).

Have you ever been convicted of any offence by any Court (including Armed Forces Sanctions) or received a formal police caution?	Yes		No	
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If Yes please give full details.

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Do you have any outstanding charges (or alleged offences) including driving offences?	Yes		No	
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If Yes please give full details.

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References

Please give names and addresses of two referees, one of whom should be your present or immediate past employer. The references you provide must fully cover the last two years of your employment; you will be asked to account for any gaps in employment. If you have had a gap in employment you may provide us with a personal reference but this must not be a relative. References will be taken up for appointed candidates only. Please indicate, using the tick boxes, whether you are providing a personal or employment referee.

Please tick the box provided if you do not wish us to contact your referees prior to you being appointed, if successful.

Reference 1		Reference 2	
Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Tel No:		Tel No:	
Email:		Email:	
Personal Reference	<input type="checkbox"/>	Employment Reference	<input type="checkbox"/>

Are there any questions you would like to raise about this post?

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Data Protection Act 1998

The information given on this form will be used for recruitment and selection purposes only. If you join the Co-operative College the form will be included in your personnel file which is held in a secure location. Upon termination of your employment with the Co-operative College your information will be retained for a p[eriod of time as defined in the Co-operative College document retention policy as required by current legislation.

If you are unsuccessful the form will be retained for a period of 6 months to enable you to be considered for suitable alternative vacancies, if appropriate. At the end of that term the form will be destroyed. If you do not wish your information to be retained for this six month period please ensure that you have indicated this on page 12 of this application form.

Some roles may be subject to Criminal Records Bureau checks, and some information on this form may be used to support that application.

By signing this form you confirm that all details on this form are correct, and it is your responsibility to notify the Co-operative College of any changes in your circumstances. Any deliberate misrepresentation of information on this form may be a criminal offence, and may cause the information to be used for the purpose of prevention and detection of crime.

Declaration

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct.

I understand that canvassing support of board members or employees of the College directly or indirectly will disqualify my application.

Furthermore, I understand that the provision of false and misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into or the withdrawal of any offer of employment.

I hereby give explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signed:

Date:

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