



Application for Employment

As an equal opportunities employer, applications are encouraged from all sections of the community.

Please complete this form using typescript or black ink.

Job Title:		Reference No:	
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Section A - Employment History

Present Employment	
Name and Address of Present Employer:	
Present Position:	
Current Salary: £ per	Notice Required:
Reason for Seeking Alternative Employment:	
Please describe your present duties and responsibilities:	

Previous Employment

Starting with the most recent, please give all relevant employment experience, using additional sheets if necessary. Please note that CVs are not acceptable.

Employer	Position And Duties	Full / Part Time	Reason For Leaving

Section B – Education / Qualifications

Education			
Shortlisted candidates will be required to produce original certificates for all relevant qualifications			
Name Of Establishment	Subject	Level	Grade
Please state the highest level Maths and English qualification you possess (with grades if applicable)		Level	Grade
Maths			
English			

Membership Of A Professional Body	
Name Of Professional Body	Grade Of Membership
Do you hold a teaching qualification?	Yes / No
If yes, please state the relevant qualification you possess (Cert.Ed./PCET/PGCE etc.)	
Please enter your DfES Number, if applicable:	

Section C – Supporting Statement

Supporting Statement

You are invited to make a statement below in support of your application. This should evidence why you are suitable for the post and should focus on the key requirements of the person specification and job description. Please pay particular attention to this section as it is a key part of your application. Please note that CVs are not acceptable.

Supporting Statement Continued

[Empty area for supporting statement content]

Information on this page will not be used in the recruitment process

Job Title:		Reference No:	
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Contact Information	
Surname:	Forenames:
Title:	NI Number:
Address:	
Home Telephone:	Work Telephone:
Email:	Email:
Mobile:	Mobile:

References	
<p>Please provide two referees to whom confidential enquiries can be made. One must be your present employer, or, if presently self employed or unwaged, your most recent employer. Please note that all appointments are subject to the receipt of satisfactory references. Both references must be received by HR Unit before employment can commence.</p> <p>Please be advised that references will only be sought for successful candidates.</p>	
Present / Most Recent Employer	Other Referee
Name:	Name:
Job Title:	Job Title:
Company Name and Address:	Address:
Tel No:	Tel No:
Email:	Email:
Relationship:	Relationship:
May we approach before interview? Yes / No	May we approach before interview? Yes / No

Health
Offers of employment are made subject to the satisfactory completion of a detailed Medical History Report which may result in a medical examination.
Have you had a major illness or injury in the last 3 years? *
Yes / No
Are you aware of any medical condition which could affect your performance at work? *
Yes / No
If you have answered “Yes” to any of the questions in this section, please give brief details below

Information on this page will not be used in the recruitment process**General Information**

All appointments are subject to the checking and copying of documentation as required under section 8 of the Asylum and Immigration Act 1996.

Do you hold a current full UK driving license? Yes / No

Do you require a work permit? Yes / No

Do you have any other paid employment (e.g. consultancy, part time work, self-employment etc.)?

Yes / No If you have answered "Yes" please give brief details below:

Where did you see / hear of this vacancy?

SharePoint [] nptcgroup.ac.uk [] Job Centre Plus []

fejobs.com/eteach.com [] tes.com [] Educators Wales []

Other jobs board []

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Equal Opportunities Monitoring	
This information will be used for monitoring purposes	
Date of Birth:	Current Age:
Gender: Male [] Female [] Other []	
Do you consider yourself to have either a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities? Yes [] No [] Unsure [] If "Yes", please provide brief details:	
Are you aware of any medical condition which may require reasonable adjustments to be made in order to allow you to meet the requirements of the role? Yes [] No [] Unsure [] If "Yes", please provide brief details:	
Do you require any reasonable adjustments to be made for you to allow you to participate in the recruitment process (e.g. due to disability or language). Yes [] No [] Unsure [] If "Yes", please provide brief details:	
Please indicate if you would like further correspondence from NPTC Group of Colleges in Welsh	Yes [] No []
If successful at the shortlisting stage, please indicate if you would like the interview to be conducted through the medium of Welsh (simultaneous translation will be provided).	Yes [] No []
Can you: Understand Spoken Welsh [] Speak Welsh [] Write Welsh [] Read Welsh [] At what level: Fluent [] Intermediate [] Basic [] N/A []	

Please ✓ from the below categories (as used by the 2011 census) to describe your ethnic group:

White	British		Asian / Asian British	Indian	
	Welsh			Pakistani	
	English			Bangladeshi	
	Scottish			Chinese	
	Northern Irish			Other	
	Irish		Black / African / Caribbean / Black British	Caribbean	
	Gypsy / Irish Traveller			African	
	Other			Other	
Multiple	White & Black Caribbean		Other Ethnic Group	Arab	
	White & Black African			Other	
	White & Asian		If "Other" please indicate:		
	Other				

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Canvassing

Are you related to any member of the Board of Governors of NPTC Group Corporation or any employee of the College? (An applicant who knowingly fails to disclose such a relationship or who canvasses any persons engaged in the appointment will be disqualified.)

Yes / No

If "yes" please state relationship below:

Data Protection Act 2018 and The General Data Protection Regulation (GDPR) 2018

The information supplied on this application form and supporting documents may be processed for purposes registered by the College under the GDPR and Data Protection Act legislation. The information provided by you on your application form will be used in order to process your application under the legal basis of fulfilling a contract of employment.

Unsuccessful application forms will be kept for a period of 6 months.

Successful application forms will be transferred to the relevant personnel file and kept for the duration of employment in that role.

Please note that by signing the declaration below, you are giving explicit consent for the data to be collected, recorded and used for the above purposes.

Declaration

I certify that the information given on this form is, to the best of my knowledge and belief, correct and that misleading statements may be sufficient for cancelling any agreements made. If appointed, I understand that any deliberate omission, incorrect statements or falsification of the information given on this form could render me liable to dismissal.

I am also aware that in the event of a successful application, a Disclosure will be sought through the Disclosure and Barring Service. I understand that in the event of being short listed, I will be required to complete a confidential declaration regarding criminal convictions.

If I am applying for a position "excepted" from the Rehabilitation of Offenders Act 1974, I understand the declaration will include details of any convictions, both spent and unspent, (except for certain convictions and cautions which are 'protected' so not subject to disclosure) cautions, reprimands and final warnings. If the position I am applying for requires an Enhanced Disclosure, I understand that I should also give details of any other information that may have a bearing on my suitability for the post. I am aware of the existence of the DBS Code of Practice (available from the HR Unit) and note that a declaration of conviction will not necessarily be a bar to employment, unless the offence debars the person. I trust that all the information I provide is strictly confidential.

Signed: _____

Date: _____

HR Unit Contact Details

Please submit your completed application online or alternatively send to:

Post: HR Unit, NPTC Group of Colleges, Neath College, Dŵr-y-Felin Road, Neath, SA10 7RF

Email: jobs@nptcgroup.ac.uk

Please telephone 01639 648031 if you have any queries.