



# Staff Application Form

(Applicants are requested to complete **ALL** parts of this application form.)

**COLLEGE USE ONLY**

Post Ref.	Applicant No.
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Vacancy for

Division

Surname

First Names

National Insurance No:

Address (Permanent address)

Telephone No:

Address (to which communication should be sent, if different)

Telephone No:

When could you commence duties if appointed?

Where did you see this vacancy advertised?

## Present Employment ( or last employment ) if applicable

Title: Current or Last Employment		Present or last Salary Rate	
Name and Address : Current or last employer		Salary Scale (if applicable)	

Duties and Responsibilities of Post :

## Education & Qualification (in chronological order)

Give full details of secondary schools, colleges and universities attended and qualifications obtained, including:

- (a)** School leaving examinations **(b)** National Vocational Qualification **(c)** Teaching certificate or postgraduate certificates/diplomas: state course pursued and main subjects  
**(d)** Degree (specify whether Pass or Hons., class, division and subject) **(e)** Any other certificates or diplomas.

Are you in possession of a (Post 16) National Record of Achievement

**YES/NO** (Delete as appropriate)

Name of Educational Establishment attended	Full or Part-time	Qualifications obtained (see notes below)

## Professional/Managerial/Apprenticeship

please give details of training, qualification gained, membership of professional body of grade - if appropriate

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## Previous Employment and Experience

Employer (and nature of Business)	Designation of Post, main duties in brief, staff supervised (if any) and detail of any special experience.	Grade and Salary

**Additional details in support of your application:**

If preferred, these details and other supporting information may be given in a separate letter of application.

## Name and Address of two or three Referees:

If you are currently employed one of those should (preferably) be your employer. If not currently employed, please give a previous employer. If you have not had previous employment please give someone who has known you at least two years (please state position or status). Applicants should note that it is customary to seek references for applicants in advance of the interview date. A reference will normally be sought from the applicants present employer unless the applicant specifically requests that this should not be done.

Can the referees be contacted without further reference to you? **YES/NO** (Delete as appropriate)

Hartlepool College of Further Education has an Equality & Diversity Policy and sub-policies in accordance with legislation. It aims to end discrimination, wherever it may exist, on the grounds of sex, race, national origin, religion or disability in relation to recruitment, promotion and development of its staff and the provision of its services to the public.

Responsibility for the implementation of this policy rests not only with the College Governors so far as the teachers and the Education Service are concerned, but with all Members and Employees of the College who also have a responsibility to implement it.

The College Equality & Diversity Policy, Racial Equality, Gender Equality & Disability Equality Schemes are available by a link from the College Website. [www.hartlepoolfe.ac.uk](http://www.hartlepoolfe.ac.uk)

## Data Protection

The College collects and keeps information from job applicants so that we can send details of future job opportunities to you. We keep your name and address and details of your application. If you are unsuccessful in your application and you do not want us to do this, please indicate by ticking the box.

Canvassing of members of the College staff or Governors will be deemed a disqualification.  
I declare the particulars given are true.

Signed \_\_\_\_\_ Date \_\_\_\_\_

When Completed, this form, with any covering letter, should be sent to :

**Personnel, Hartlepool College of Further Education Stockton Street, Hartlepool TS24 7NT**

In the interests of economy, you are asked to enclose a stamped addressed envelope with your completed application form if you wish it to be acknowledged.

**If you are not called for interview within 45 days of the closing date, please assume that you have been unsuccessful in your application.**

**Subsequent to interview the successful candidate will be required to provide information to establish verification of previous employment and qualifications.**