

**FOR OFFICE USE ONLY – PART A**

Unique Identifier:

# Application for Employment

Complete **ALL** sections regardless of whether a curriculum vitae is submitted.  
Please use Black Ink if you print this form and fill it in by hand.

Post applied for:

## Personal Details

Surname:		Title:
Forename(s):	Known as:	
Permanent address:		
Postcode:		
Email:	Mobile:	
Home telephone:	Work telephone:	
Address for correspondence (if different from above):		
Postcode:		
National Insurance number:	Date of birth:	
Are you eligible to work in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If NO, do you require a work permit? Please give details:		

# Equal Opportunities Monitoring Form

Moulton College is committed to promoting equality, diversity and positive race relations and encourages applications from all sections of the community.

All applications will be considered on merit regardless of marital status, family responsibility, gender, sexual orientation, age, disability, religion, race, ethnic origin or background.

All recruitment procedures are monitored to ensure that applicants are selected on the basis of their abilities relevant to the role.

The information requested on this monitoring form does not form part of the recruitment and selection procedure and will not be seen by the selection panel. It is used for monitoring purposes only, although you are asked to state the post for which you have applied.

If you have any queries regarding the above information or would like to receive a copy of the Equalities Policy, please do not hesitate to contact Human Resources.

Position applied for:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Civil partnership <input type="checkbox"/> Widowed
Disability: <input type="checkbox"/> I do not have a disability relevant to my employment <input type="checkbox"/> I do have a disability relevant to my employment	
Please describe any disability:	
Please state your nationality:	
Ethnic origin: <i>Please tick the box that you feel most accurately describes you.</i>	
White	<input type="checkbox"/> British <input type="checkbox"/> Any other
Mixed	<input type="checkbox"/> White and black Caribbean <input type="checkbox"/> White and black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background
Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background
Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background
Chinese or other ethnic group	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other

Religion:

- Christianity
- Islam
- Unaffiliated
- Hinduism
- Buddhism
- Judaism
- Sikhism
- Other

Sexual Orientation:

- Heterosexual
- Gay
- Lesbian
- Bisexual
- Prefer not to say

Does your gender identity match your sex registered at birth?

- Yes
- No
- Prefer not to say

## Rehabilitation of Offenders Act 1974 / Disclosure & Barring Service

Due to the nature of the work for which you are applying, i.e. as an employee in an establishment providing further education, it is required that you should reveal information about all previous criminal convictions, cautions and bind-overs, including those regarded as 'spent'. It is provided by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, paragraph 3, that none of the provisions of Section 4(2) of the 1974 Act apply in relation to questions to assess the suitability of persons for such employment. A criminal record will not necessarily be a bar to obtaining a position as each case is looked at on its particular circumstances and background.

### PLEASE ANSWER

Have you **EVER** been convicted of a criminal offence or are you the subject of criminal charges?  YES  NO

Moulton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Work in an FE College invariably involves regular contact with persons aged under 18 and as such a Disclosure & Barring Service (criminal record check) will also be requested in the event of a successful application. Failure to disclose a conviction could result in dismissal or disciplinary action by the College. Any information given, however, will be treated as completely confidential and will be considered only in relation to an application for positions to which the order or disclosure applies.

If your answer to the above was YES, please visit [www.moulton.ac.uk/contact-us/work-for-us/job-vacancies](http://www.moulton.ac.uk/contact-us/work-for-us/job-vacancies) to find a self-declaration form.

Please complete and submit this in a sealed envelope to:  
Human Resources, Moulton College, West Street, Moulton, Northampton, NN3 7RR

## Other Information

Please give details of any current or recent medical condition:
Are you related to any member or employee of Moulton College? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES please give name and relationship:
Please indicate any dates when you would be unavailable for interview:
Have you previously applied for a position at Moulton College? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES please state the position and approximate date:

## Where did you see this vacancy advertised?

<input type="checkbox"/> Moulton College website
<input type="checkbox"/> FE Jobs
<input type="checkbox"/> Indeed
<input type="checkbox"/> Trade press, please specify:
<input type="checkbox"/> Local press, please specify:
<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Referral
<input type="checkbox"/> Other, please specify:

# Data Protection

## Data Protection Statement 1

Data contained on this form will be processed in accordance with the Data Protection Act 2018, and the General Data Protection Regulation (EU) 2016/679 ('GDPR').

On submission of this application we will become the data controller of personal information regarding you. We are Moulton College (West Street, Moulton, NN3 7RR). If you have any questions about the ways in which we process your information please contact our Data Protection Officer at the above address or by telephone on 01604 491131 or through email to [dataprotection@moulton.ac.uk](mailto:dataprotection@moulton.ac.uk)

As an applicant for employment to the college your data will be processed on the legal basis that it is necessary for the purposes of preparing to enter a contract with you, and that it may be necessary to perform our statutory and legal obligations.

Information on applicants who are unsuccessful will be held for a maximum of 12 months. Successful applicants will move to having their data processed under the terms of our privacy notice for staff.

I confirm that I have read and understood the data protection notice above and consent for my data to be processed as per **Data Protection Statement 1** above

YES  NO

## Data Protection Statement 2

Information provided may be shared with the following types of organisation: previous employers, previous educational establishments, Disclosure & Barring Service, recruitment and candidate assessment service providers. For the following purposes: performance the recruitment process, pre-employment checks and reference checking.

For information on your rights over your personal information, please see the College's General privacy notice at [www.moulton.ac.uk/the-college/about-the-college/privacy](http://www.moulton.ac.uk/the-college/about-the-college/privacy)

I confirm that my personal data can be shared with the types of organisation listed and for the purposes identified in **Data Protection Statement 2** above

YES  NO

Print name:

Signature:

Date:

## Declaration

If you know that any of the information that you have given in the form is false or you have knowingly omitted or concealed any relevant fact that may affect your eligibility for employment which comes to our attention may result in your application being withdrawn from the process. If it is found after commencement of any offer of employment that you have provided false information your employment may be at risk.

I certify that to the best of my knowledge the information given in Part A and Part B of this form and any supporting documents is correct and that I have fully and accurately answered all questions.

Print name:

Signature:

Date:

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## Continuous Professional Development (Undertaken in the last 2 years)

Courses/seminars attended, professional updating (e.g. First Aid, Safeguarding, Health and Safety):

Do you have a current EU driving licence?  YES  NO

Are you registered with the Independent Safeguarding Authority?  YES  NO

If YES please provide registration number:

DfES reference number (if applicable):







## Experience

You are invited to write any information you think will support your application. We are looking for evidence that you have the experience and expertise required to perform the role you are applying for. Please refer to the Job and Person Specification and describe how you meet the criteria, ideally by giving brief examples.

## References

Please give the names of two **employment** referees who may be approached, in confidence, concerning your suitability for the post, *one of which must be your current or most recent employer*. Should you require notification prior to the college taking up these references please indicate.

Reference 1 – Current / Most Recent Employer	Reference 2
Company name:	Company name:
Contact name:	Contact name:
Company email address:	Company email address:
Company address:	Company address:
Company contact number:	Company contact number:
Capacity in which referee is known to you:	Capacity in which referee is known to you:
Do you give your permission to contact the referee prior to interview? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you give your permission to contact the referee prior to interview? <input type="checkbox"/> YES <input type="checkbox"/> NO

This completed form should be returned to:

Human Resources  
Moulton College  
West Street  
Moulton  
Northampton  
NN3 7RR

Tel: 01604 491131  
Email: [jobs@moulton.ac.uk](mailto:jobs@moulton.ac.uk)