

Interests and hobbies

Please outline anything relevant:

Driving licence

Do you have a current valid driving licence? Yes No (tick where appropriate)

Do you have any endorsements or charges pending? Yes No (tick where appropriate)

If **yes**, please give details

Do you own or have daily access to a vehicle? Yes No (tick where appropriate)

If **no**, do you have the ability to work between campuses? Yes No (tick where appropriate)

Previous applications

Please give details of any previous applications to the College

Absences

How many occasions and days of absence due to ill health have you had in the last 2 years?

Occasions _____ Total days _____

Referees

Please provide details and status of two referees. One should be your most recent employer, the second should be an employer relevant to the role applied for. If you are in, or have just completed, full time education, one referee should be from your school/college/university.

Personal referees are not accepted.

Name	_____	Name	_____
Title/position	_____	Title/position	_____
Work address	_____	Work address	_____
_____	_____	_____	_____
Postcode	_____	Postcode	_____
Tel number	_____	Tel number	_____
Can we contact this referee prior to interview?	_____	Can we contact this referee prior to interview?	_____
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Declaration

I certify that the details and particulars provided by me in the whole of my application are a true and correct record. I understand that, if appointed, any falsification, inaccuracies or omissions may lead to disciplinary action, dismissal or withdrawal of offer. I consent to my personal information being stored and/or processed as data under the Data Protection Act, including data defined as 'sensitive'. I understand that, should my application be successful, any offer of employment is subject to medical clearance, CRB check, satisfactory references and proof of stated qualifications and professional body memberships.

Signature of applicant _____

Date _____

Completed application forms should be returned by the published closing date to:

Personnel Department, Redcar & Cleveland College, Corporation Road, Redcar TS10 1EZ

Application form



Vacancy reference number

Applicant reference number

This form will need to be photocopied, please type or write clearly in black ink.

General information

Post applied for

Where did you see this vacancy advertised?

Present or last employment

Post title _____ F/t P/t Hours _____ Start date _____

Salary/grade _____ Period of notice required _____ End date _____

Employer's name and address _____

Postcode _____

Brief description of duties and responsibilities

Reasons for leaving

Full previous employment

Start with your most recent employer, include all employers from leaving full time education, continue on separate sheet if necessary. Please provide reasons for any employment gaps. CVs are not accepted.

Name and address of employer	Dates		Job title (if part time, state here)	Duties & responsibilities	Salary	Reasons for leaving
	from	to				

Education and qualifications

Continue on separate sheet if necessary. Sight of original certificates will be required if shortlisted.

School/college/university attended (please state full or part time)	Dates from	to	Qualifications obtained	Grade/class

Vocational qualifications, skills and relevant training

Continue on separate sheet if necessary. Sight of original certificates will be required if shortlisted.

Establishment attended/awarding body (please state full or part time)	Dates from	to	Qualifications obtained	Grade

Professional bodies

If you are a member of any professional bodies please give details:

Supporting information

With consideration to the person specification provided, please describe how experience and skills acquired in your previous work can contribute to the requirements of the post, giving examples where appropriate. Please complete this section as fully as possible and continue on an extra sheet if necessary.