

## Associate Staff Application Form



beauchampcollege

Position Applied For:

Where did you first see this vacancy advertised?

### Personal Details

Title:

Forename:

Surname:

Address:

Contact Telephone Number:

Postcode:

E-mail address:

Do you hold current driving licence:

National Insurance Number:

### Present Employment (if you are currently not in employment please leave blank)

Employer's Name:

Outline Key Duties and Responsibilities:

Employer's Address:

Job Title:

Salary:

If employment is in a school please complete:

Type of School:

Age Range:

Number on Roll:

Date Started:

Reason for Leaving:

Period of Notice:

## Experience

This should include paid and unpaid employment, work experience, placements etc). Please list most recent post first.

Organisation	Job Title and Main Responsibilities	Salary	Dates From/To	Reason for Leaving

Please specify all time not accounted for above with dates and reasons

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## Education and Qualifications

Place of Study	Subject and Qualification Level	Grade Achieved	Dates From/To

**Further Information** – Describe the relevant experience, skills and knowledge that you have which meet the job description for this position and your reasons for applying for the position.

**Referees** – Please give details of two referees, one of whom must be your present or last employer. References may be taken up immediately in respect of candidates selected for interview so please state if you do not wish us to contact your referee prior to interview.

Name and Address:

Name and Address:

Position Held by Referee:

Position Held by Referee:

Telephone:

Telephone:

E-mail:

E-mail:

Can we contact this referee prior to interview?

Yes  No

Can we contact this referee prior to interview?

Yes  No

### Relationships

Are you related to any employee or Governor of Beauchamp College?  Yes  No  
If yes, please give details

**Attendance** – Please detail your sickness absence in the last two years, including number of days and frequency. Please indicate if absence was disability or pregnancy related.

Have you suffered from any medical condition which has affected (or might in the future affect) your performance as an employee?  Yes  No

### Work Permit

If you are not an EU national, do you have permission to work in the UK?

Yes  No

If yes, please enclose evidence e.g. passport, biometric immigration document or permanent residence card.

## Convictions and Spent Convictions of a Criminal Nature

Have you ever received a caution, including criminal convictions, been convicted by a court of any offence, been reprimanded or given a final warning?  Yes  No

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of the offence.

## Data Protection Act

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Leicestershire County Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes.

## Declaration

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. By signing this form I agree to Beauchamp College using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I also confirm that I have not directly or indirectly approached an Elected Member, employee or Governor of the Beauchamp College to support me in making this application, as this would disqualify me as a candidate.
- I understand that if I don't tell you about any relationships with any employees or Governors of the college, or I neglect to tell you about any criminal convictions/cautions/reprimands/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, CRB disclosure, medical clearance, evidence of qualifications and the right to work in the UK are required before any final offer of employment can be made.

Signed

Dated

# Equal Opportunities Questionnaire

Please complete and return with your application form

The policy of Beauchamp College is that no person should be discriminated against by reason of their race, colour, ethnic or national origin, nationality, religious belief, gender, marital status, sexual orientation, age, hours of work, disability or union/non-union membership. It is the policy of the College that all decisions taken in respect of recruitment, promotion and training shall be taken having regard only to the requirements of the job or training proposed.

Post applied for:

Full Name:

Date of Birth:

Gender:

## Disability

The Disability Discrimination Act 1995 defines disability as “physical or mental impairment which has a substantial and long term adverse effect on the ability to carryout normal day to day activities”.

I consider myself  Disabled  Non Disabled

If applicable, please which of the following applies to you:

- I have dyslexia
- I am blind/partially sighted/visually impaired
- I am a wheelchair user/have mobility difficulties
- I have mental health difficulties
- I have an unseen disability e.g. asthma, cancer, diabetes, epilepsy, HIV, MS
- I have a disability not listed above. Please specify:

Please indicate if you require any reasonable adjustments due to a disability or health condition to enable you to attend an interview, or which you wish us to take into account when considering your application.

**Ethnic origin** – Please tick the category that you feel best reflects your ethnic origin.

**White**

- White British
- White Irish
- Other White

**Asian**

- Indian
- Pakistani
- Bangladeshi
- Other Asian

**Black**

- Caribbean
- African
- Other Black

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- White and Chinese
- Other Mixed

**Chinese**

- Chinese
- Other Chinese

**Other**

- Other Ethnic Group

**Nationality**

Please indicate your nationality:

**Please return the completed form to:**

Post: Recruitment Team  
Beauchamp College  
Ridgeway  
Oadby  
Leicester  
LE2 5TP

E-mail: [jobs@beauchamp.org.uk](mailto:jobs@beauchamp.org.uk)