

Application for Employment



Position applied for: _____

Personal Details

Surname: _____ Initials: _____

Education & Qualifications

Secondary School	From	To	Subject & Level	Grade

College/University	From	To	Full/Part Time	Subject & Level	Grade/Class

Additional qualifications, relevant training and membership of professional bodies:

Highest qualification and grade held in:

Qualification	Grade
Maths:
English:

References

Please provide details of two people (not relatives or friends) we may approach for references, one of whom should be your most recent employer. If you are in or have just completed full-time education, one reference should be from your school/college/university. Referees will only be contacted with your permission.

Referee's Details:

Forename:	Forename:
Surname:	Surname:
In what capacity do they know you?	In what capacity do they know you?
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Mobile No:	Mobile No:
E-mail:	E-mail:
I give permission for you to take up my reference prior to an offer of employment. (please tick for each referee)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Details

Do you hold a Full Driving Licence? (please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have the legal right to live and work in the UK? (please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to the above, is your permission to live and work in the UK time limited? (please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes to the above, please provide full details of your current immigration status renewal dates and any other relevant information:

Are you related to a member of the Board of Governors or any senior staff at the College? (please tick) If yes, please state to whom, and how you are related.	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Please give dates on which you will not be available for interview. If they coincide with the interview date(s), we will try to arrange another suitable time, but this cannot be guaranteed.

Declaration

Macclesfield College reserves the right to check any information given on this form. Should it be found that the successful applicant has failed to disclose information as requested on this application form or provided false information, then this may lead to dismissal or disciplinary action by the College.

I declare that the information given on this form is correct to the best of my knowledge and belief:

Signature of applicant:Date:

Data collected on this form will be processed for the purpose of selection and the employment relationship for the successful candidate. All information will remain confidential and will only be viewed by those involved in the selection process. If an applicant is not appointed, then his or her information will be destroyed after six months. By signing this form, consent is given for the information here to be used for the above purpose under the Data Protection Act 1998. Further information regarding the selection process may be obtained by reference to the College's Recruitment and Selection Policy and Data Protection Policy from the Human Resources Department.