

# Job Vacancy Application Form

Blackburn College values diversity and is committed to creating a diverse workforce



**Blackburn**  
College

Please refer to the Guidance Notes prior to completing your application (available to download from the Internet). Alternatively contact the Human Resources Team on 01254 292579.

**THIS PAGE WILL BE DETACHED FROM YOUR APPLICATION BEFORE SHORTLISTING.**

## POST DETAILS

Job Title

Job Reference Number

## PERSONAL DETAILS

Surname:

First Name(s):

Title:

Home Address:

Postcode:

Home Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Email Address:

What is your preferred method of communication:

National Insurance Number:

DfES Ref No. (If Applicable):

## DISABILITY

**Do you consider yourself to have a disability?** Yes No (If yes do you require reasonable adjustments for interview) Yes No

If yes please state:

Disabled applicants who demonstrate that they meet the minimum essential criteria for the post are guaranteed an interview.

I understand that any false or misleading statement that subsequently comes to light may result in withdrawal of any offer of employment made or dismissal from employment and may be reported to the Police and DfES. I also understand that satisfactory references, pre-employment health clearance and a criminal record disclosure will be required should my application be successful at interview.

Applicant's Signature:

Date:

## REFERENCES

Please give the name, address and job title of two referees from different periods of employment who can comment on your work performance. One of these should be from your current or most recent place of employment or study. (If you have worked for more than one employer in the last 2 years you may be asked to supply further referees).

REFEREE 1 Current / Most recent employer		REFEREE 2 Previous employer	
Name of Referee		Name of Referee	
Job Title		Job Title	
Address		Address	
Tel No		Tel No	
Work Email Address		Work Email Address	
HR to contact applicant before approaching referee?	Yes                  No	HR to contact applicant before approaching referee?	Yes                  No

## OTHER INFORMATION

**Do you have the right to work in the UK?** Yes No

**Do you hold a current full UK driving licence?** Yes No

**Do you have your own transport which is available for work?** Yes No

**Do you have any family or other close relationship to any existing employee of the College or a member of the Corporation Board (including Governors)?** Yes No

If yes please give full name and position within College and your relationship to them:

**Are you currently or have you ever been disqualified from working with children, young persons or vulnerable adults by any regulatory body?** (e.g.) General Teaching Council) Yes No

**Criminal Convictions** (Please read notes below carefully before answering this question)

**Do you have any spent or unspent criminal convictions?** Yes No

(If yes please enclose details on a separate sheet and place in a sealed envelope marked 'Confidential' for the attention on the HR Manager).

**Are you currently or have you ever been subject to any investigation or enquiry into abuse or other 'safeguarding issues'.** Yes No

(If you answer yes to this question it will not prevent your application being taken forward but further investigation will be necessary before any employment is confirmed).

## DECLARATION

Please note that the place of work to which you are applying means that this post is exempt from the Rehabilitation of Offenders' Act 1974. Therefore all applicants are asked to declare any convictions, cautions or reprimands warnings or bind-overs which you have incurred, (whether spent or unspent) excepting those that are deemed 'protected' under the ROA 1974 Exceptions order 1975 (amendment ) order 2013. If you are unsure what is meant by spent or unspent or protected you should seek appropriate advice. If you have been convicted or cautioned you may still be eligible for appointment depending on the nature of the circumstances of the offence. However failure to disclose relevant details could count against you. The College will seek confirmation of criminal history from the Disclosure and Barring Service, before confirming the appointment of any person.

By signing the applicant declaration I confirm that the information that I have provided in support of the above Safeguarding and Criminal Conviction questions is true and understand that knowingly to make a false statement for this may be a criminal offence.

**Applicant Declaration**  
(please sign)

**Date:**

If you require this document in an alternative format please contact our HR Department to discuss your requirements: Tel: 01254 292579

## CURRENT OR LATEST EMPLOYMENT

**Employer's Name and Address** (Including Postcode):

**Nature of Business**

**Position Held**

**Date Appointed**

**Date Left** (if applicable)

**Period of Notice Required**

**Current Grade and Salary**

**Main Duties and Responsibilities**

## PREVIOUS EMPLOYMENT

Please list in chronological order, starting with the most recent and include any gaps in employment.

Employer Name and Address	From	To	Job Title	Reason for leaving

Please use continuation sheets if necessary

**SCHOOL, FURTHER AND HIGHER EDUCATION**

Please state all the qualifications you are currently taking or have already completed, including the level (i.e. GCSE, Higher, Intermediate or Foundation) and predicted/actual grade (if known).

<b>Name of Establishment</b> (please included full address)	<b>From</b>	<b>To</b>	<b>Course/Qualification</b>	<b>Grade</b>

**TRAINING HISTORY**

<b>Name of Establishment</b> (please included full address)	<b>From</b>	<b>To</b>	<b>Course/Qualification</b>

**PROFESSIONAL MEMBERSHIP**

<b>Name of Professional Body</b>	<b>Level of Membership</b>	<b>Method of Entry</b> (e.g. exam)	<b>Date Membership Attained</b>	<b>Membership Number</b>	<b>Expiry Date</b>

## ADDITIONAL INFORMATION

The Information you give here will be used to assess your application against "The Person" profile. Please specify how you meet each of the essential criteria and where appropriate the desirable criteria by providing clear examples of your skills and experience. Please refer to the application guidelines to ensure your application is effective. Please note CVs are not accepted, if you attach a CV your application form will not be considered. Please continue overleaf if necessary.



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## EQUAL OPPORTUNITIES MONITORING INFORMATION

Blackburn College is committed to providing equal access to our jobs for all, which is why we want to monitor our recruitment procedures to ensure this is adhered to. The information you provide will only be used for monitoring purposes.

Job Title	<input type="text"/>	Job Reference Number:	<input type="text"/>
Family Name/Surname:	<input type="text"/>	Forename(s):	<input type="text"/>

## RECRUITMENT

### Where did you hear about this post?

Friend or relative	Job Centre Plus	Blackburn College Website	Lancashire Telegraph
Online Website	<input type="text"/>	Specialist Publication (e.g. TES please state:)	
CXL	CVS	<input type="text"/>	

## MARITAL STATUS

Married      Single      Civil Partnership      Prefer not to say

## GENDER

Is your gender identity the same as the gender you were originally assigned at birth?

Yes      No

What is your Gender?      Male      Female

## AGE

Date of Birth     

Age at last Birthday     

16-25      26-35      36-45  
46-55      56-65      Over 65

## SEXUAL ORIENTATION

Heterosexual (Attracted to opposite sex)      Bisexual (Attracted to both sexes)  
Gay (Attracted to same sex – male )      Lesbian (Attracted to same sex – female)  
Prefer not to say

## ETHNICITY

Asian or Asian British: Bangladeshi	11	Mixed: White and Black African	20
Asian or Asian British: Indian	12	Mixed: White and Black Caribbean	21
Asian or Asian British: Pakistani	13	Mixed: Other	22
Asian or Asian British: Other	14	White: British	23
Black or Black British: African	15	White: Irish	24
Black or Black British: Caribbean	16	White: Other	25
Black or Black British: Other	17	Other Ethnic Group	98
Chinese	18	Prefer not to say	
Mixed: White and Asian	19		

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## RELIGION & BELIEF

Buddhism

Islam

Other – Please state

Christianity

Judaism

No Religious Affiliation

Hinduism

Sikhism

Prefer not to say

## DISABILITY

**Do you consider yourself to have a disability?**

Yes

No

If yes, please indicate the nature of your disability:

Blind / Visual impairment

Deaf / Hearing difficulties

Developmental disability (e.g. ADHD, Autism, Dyslexia)

Mental health condition (e.g. Alzheimer's, Bipolar, Schizophrenia)

Mobility impairment (e.g. Arthritis, Multiple Sclerosis, Parkinson's)

Chronic Illness (e.g. Asthma, Cancer, Diabetes, HIV)

Other

Please give details

**THANK YOU FOR COMPLETING THIS APPLICATION FORM**