

Application form for employment

Thank you for your interest in Hackney Community College. You are advised to read the accompanying application guidance notes.

Only the information you provide in the application form will be considered – so please do not enclose CVs. You are required to complete the form using either black pen or typeface. This form is available in alternative formats upon request.

Return completed application to:

Human Resources Department
Hackney Community College
Falkirk Street
London
N1 6HQ

Telephone: +44 (0)20 7613 9074
Fax: +44 (0)20 7613 9018
Email: recruitment@hackney.ac.uk

Post details

Post title	Post reference number	Closing date

1. Personal details

Surname / Family name

Title: Dr /Mr /Mrs /Miss/ Ms/ (other)

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First name(s)

Other name(s) you go by (if applicable)

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Address

	Home telephone
	Work telephone
	Mobile telephone
	Email address
Postcode	



INVESTORS IN PEOPLE



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Leading learning and skills

National Insurance number	
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If appointed, when would you be able to start? For academic posts only, please state DEF/IFL No.

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Are there any dates when you will not be available to attend an interview?

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Are you applying to job share? Yes No

2. Current status:

A current Hackney Community College employee

A former Hackney Community College employee

Working for Hackney Community College through an agency / self-employed or as a contractor

Never worked for Hackney Community College

Do you know any members of staff or student(s) who are currently working or studying at the College? Please provide their name and details about your relationship:

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3. Disability

Under the DDA two tick's scheme, candidates who meet the essential/minimum criteria are guaranteed an interview. Please give us details below, of any adjustments which you would require to enable you to attend an interview.

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4. Eligibility to work in the UK

Do you require a work permit to work in the UK? Yes No

If successful you will be asked to produce documentation which confirms your eligibility to work in the UK.

5. Employment history

Please start with your present or most recent employment. You are required to account for, or give an explanation for any gaps in your employment history, including any periods of unemployment, travelling, career breaks, parenting breaks, etc.

Job title	Name and address of employer	Basic salary	Allowances (if applicable)
Start date		End date	
Brief summary of duties			
Reason(s) for leaving		Notice period	

Employment history continued

Please give details of all jobs you have held, including part-time employment, periods of self-employment, work experience and voluntary work.

Start date (MM/YY)	End date (MM/YY)	Name and address of employer	Job title	Reason for leaving

Continue on a separate sheet if necessary.

6. Education, training and professional qualifications

Successful applicants will be required to provide evidence of all relevant qualifications. Please give details of your education (from age 16).

School/college/university	Qualifications obtained	Grades achieved	Dates (month and year)

7. Details of relevant training courses

Training provider	Course	Qualification/certificate	Dates achieved

8. Details of any relevant membership(s) of professional institutes

Institute	Membership number	Level of membership	Date

9. Complete this section if you are applying for an Hourly Paid Lecturer position

Principal subject(s) that you teach

Other subject(s) that you teach

Availability (actual days) Monday to Saturday, and please state morning, afternoon or evening for each day that you are available.

10. Supporting statement

You are required to address each of the requirements on the person specification for the post. Demonstrate how you meet the criteria in relation to the person specification. You should draw on experiences from your current or previous roles or from other relevant situations outside of work. Please provide examples, continuing on a separate sheet if necessary.

Continue on a separate sheet if necessary.

11. References

You are required to give details of your last two employers. If you have not been employed before, then give the details of teachers/lecturers. Referees should be able to comment on your ability to perform the job for which you are applying.

Name	Name
Title	Title
How do you know this person? Current manager <input type="checkbox"/> Previous manager <input type="checkbox"/> Other <input type="checkbox"/>	How do you know this person? Current manager <input type="checkbox"/> Previous manager <input type="checkbox"/> Other <input type="checkbox"/>
Address	Address
Telephone number	Telephone number
Fax number	Fax number
Email address	Email address
May we approach before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

12. Criminal convictions

The College is committed to safeguarding young people and vulnerable adults and undertakes Criminal Records Bureau checks (CRB) for all posts within the College.

Any information given in this section will only be considered in relation to the particular post for which you are applying. Posts which have substantial access to children or vulnerable adults may be exempt from the Rehabilitation of Offenders Act 1974.

Please provide full details of the offence(s) and conviction(s) and return them in a sealed, stamped, self-addressed envelope marked strictly confidential and for the attention of the Head of Service: Human Resources, along with this form.

I have read and understood this application form and have provided any appropriate additional information requested.

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Do you have any unspent criminal conviction(s)? Yes No

Signature:	Print:	Date:
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13. Equalities Data

The College is committed to improving the employment opportunities for people from all sections of the community.

This is not compulsory, but we do ask that all candidates complete the monitoring information on pages 10 and 11.

This will enable the College to monitor and improve the effectiveness of its recruitment practices, to ensure that we are attracting and appointing candidates from all sections of the community.

This part of the form will be detached prior to short listing and will not be seen by the short listing panel. The information will be logged by the Human Resources department in accordance with the Data Protection Act.

Equalities monitoring form

Position title	
Position ref. number	

Please tick	How did you find out about this vacancy?		
Newspaper	<input type="checkbox"/>	Agency	<input type="checkbox"/>
Network of Black Professionals	<input type="checkbox"/>	HCC website	<input type="checkbox"/>
Job Centre Plus	<input type="checkbox"/>	College News	<input type="checkbox"/>
HR Today	<input type="checkbox"/>	Other (please specify)	_____
Age Concern	<input type="checkbox"/>	Friend/family	<input type="checkbox"/>

Gender :	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Ethnicity	What is your ethnic group? Please choose one selection from (1) to (6) and then tick the appropriate box to indicate your cultural background.
(1) White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other (please specify): _____
(2) Mixed	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other (please specify): _____
(3) Asian	<input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other (please specify): _____
(4) Black	<input type="checkbox"/> British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other (please specify): _____

(5) European	<input type="checkbox"/> Turkish <input type="checkbox"/> Kurdish <input type="checkbox"/> Cypriot <input type="checkbox"/> Other (please specify): _____				
(6) Chinese or Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Other (please specify): _____				
Sexuality					
Heterosexual <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Gay <input type="checkbox"/>		
Prefer not to say <input type="checkbox"/>					
Disability					
Do you consider yourself to have a disability?					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
What is your disability?					
Do you require any support, aids or reasonable adjustments? If 'yes', please state.					
Age					
Please indicate which age group you fit in to.					
16 - 19 <input type="checkbox"/>	20 - 29 <input type="checkbox"/>	30 – 39 <input type="checkbox"/>	40 - 49 <input type="checkbox"/>	50 - 59 <input type="checkbox"/>	60 and over <input type="checkbox"/>
Religion or belief					
Please indicate your faith / religion / belief. Please tick one box only.					
Agnostic <input type="checkbox"/>	<input type="checkbox"/>	Jewish <input type="checkbox"/>	<input type="checkbox"/>		
Atheist <input type="checkbox"/>	<input type="checkbox"/>	Muslim <input type="checkbox"/>	<input type="checkbox"/>		
Buddhist <input type="checkbox"/>	<input type="checkbox"/>	Sikh <input type="checkbox"/>	<input type="checkbox"/>		
Christian <input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)	_____		
Hindu <input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

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