**RECRUITMENT MONITORING FORM**

**The form will be separated from your application upon receipt and will not be shared with the selection panel.**

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies.

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| Post Applied for: | HR Officer  |

**Gender:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Female |  | Male |  | Prefer to self-describe |  | : |  |

**Age:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Below 26 |  |  | 47-55 |  |
| 26-35 |  |  | 56-65 |  |
| 36-46 |  |  | 65+ |  |

**Ethnic origin:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian or Asian British – Bangladeshi |  |  | Gypsy/Roma/Traveller |  |
| Asian or Asian British – Chinese |  |  | Mixed – White and Asian |  |
| Asian or Asian British – Indian |  |  | Mixed – White and Black African |  |
| Asian or Asian British – Pakistani |  |  | Mixed – White and Black Caribbean |  |
| Asian or Asian British - Other |  |  | White – British |  |
| Black or Black British – African |  |  | White – Irish |  |
| Black or Black British - Caribbean |  |  | White – Other |  |
| Black or Black British - Other |  |  | Any other – please specify |  |
| Arab |  |  |  |  |

**Religon:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Buddist |  |  | Muslim |  |
| Christian |  |  | Sikh |  |
| Hindu |  |  | Other |  |
| Jewish |  |  | None |  |

**Disability Discrimination Act?**

Do you have a disability, learning difficulty or medical condition covered by the Act that the College should be aware of?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

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| APPLICATION FORM – NON-TEACHING STAFF (Part 1)This section will be removed prior to shortlisting. Only Part 2 of the application form will be seen by shortlisting staff | Picture |

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| Post Applied for: | HR Officer  |

* Please complete Parts 1 and 2 of the application form and the Recruitment Monitoring form.
* Part 1 (Personal Details) will be separated and only Part 2 (Education, Qualifications & Experience) will be used in the shortlisting process.
* The Equality Monitoring form will be separated and used for monitoring purposes only.
* **As part of the new General Data Protection Regulation (GDPR) applicants should read “*Woking College’s Privacy Notice for Job Applicants*” which details how the College will collect, process and store an applicant’s information/data. This can be found on** [**https://www.woking.ac.uk/about/staff-vacancies/**](https://www.woking.ac.uk/about/staff-vacancies/)
* Please ensure that your National Insurance number is included at the bottom of each *page (double click in the page footer, or select Insert/Footer/Edit Footer)* to ensure we can match up both parts of your application as necessary.

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| **PERSONAL DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |  | Title:  |  |
| Forename(s):  |  | Preferred Forename:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address:  |  | Town: |  |
| County:  |  | Postcode:  |  |

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| --- | --- | --- | --- |
| Home telephone number:  |  | Work telephone number:  |  |
| Mobile number: |  | Email: |  |

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| **RIGHT TO WORK** |
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| Do you currently have the right to legally live and work in the UK? YES 1. Is your permission to live and work in the UK time limited? NO

If Yes to (b) above, please provide full details of your current immigration status, renewal dates and any other relevant information: |

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| **REFERENCES** |

References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**

The first referee **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If any of your references relate to your employment at a college or school your referee **must** be the Principal or Headteacher.

Referees must be those that know you in a professional capacity, please do not include relatives or people acting solely in their capacity as friends. **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

**Email addresses must be official from appropriate College, school, company or charity etc, personal email addresses will not be accepted.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Name: |  |
| Job Title: |  |  | Job Title: |  |
| College/School/ Company: |  |  | College/School/ Company: |  |
| Address: |  |  | Address: |  |
|  |
| Telno: |  |  | Telno: |  |
| Email: |  |  | Email: |  |
| Context known & duration: |  |  | Context known & duration: |  |

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| Please state when you would be able to take up this appointment:  |

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| **EQUAL OPPORTUNITIES** |

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| This College is firmly committed to a policy of equal opportunities for all its members. The aim of this policy is to ensure that neither staff nor students are discriminated against on the grounds of gender, gender reassignment, race, ethnic or national origin, marital or civil partnership status, domestic circumstances, pregnancy or maternity, age, sexuality, disability, trade union membership, political or religious beliefs. |

| **REASONABLE ADJUSTMENTS TO THE INTERVIEW PROCESS** |
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| We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the interview process is fair in relation to a disability. |
|  |
| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **DECLARATIONS** |

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| This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out\*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You are also required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation. \* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are ‘protected’ meaning that they are not subject to disclosure to employers and cannot be taken into account.**All guidance and criteria on the filtering of these cautions and convictions can be found in the* [*DBS filtering collection on the Gov.uk website*](https://www.gov.uk/government/collections/dbs-filtering-guidance) *and further information on disclosing a criminal record can also be obtained from Nacro:* [*www.nacro.org.uk*](http://www.nacro.org.uk) |
| **Please answer the following questions:** |
| Do you have any cautions, convictions, reprimands or final warnings which are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you? |  |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)? |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**If you have answered ‘YES’ to either of the above, please provide **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.** |
| **DBS Update Service: Are you currently registered with the DBS Update Service?**(Note: if you are not registered with the Update Service you will be required to complete a DBS should if you are offered employment) |  |
| **If YES, please provide the information below. If NO, please proceed to the next section.** |
| DBS Registration Number |  | Annual Registration Renewal Date |  |
| Level of check obtained at point of registration? (*select one*) | STANDARD / ENHANCED |
| Which workforce was your check requested for at point of registration? (*select one*) | CHILDREN / ADULT / ADULT & CHILDREN / OTHER |
| **Declaration:** By signing this application form and providing the information above I understand that I am authorising the college to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process. |

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| **DECLARATION OF RELATIONSHIPS** |
| Are you related to, or do you have a close personal relationship with an existing member of staff or member of the trustees? |  |
| If YES, please provide below his/her name and role, and state your relationship: |
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| I declare that the information I have given on this form – both the Personal Details sheet (Part 1) and Application Form (Part 2) - is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. |
| **Signature of Applicant** |  | **Date** |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.**Thank you for your application.** |
|  |
| **Retention of Application Forms:** As outlined in the Privacy Notice for Job Applicants, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | YES | NO |
| **Colleges/schools in the local area welcome applications from good quality staff.** Should you be unsuccessful at interview at Woking College, there may be a similar opportunity locally. Please indicate if you are happy for the College to share your information with a local institution (highlight preferred option or type YES/NO) if they request details of candidates with your area of specialisms.  | YES | NO |

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|  **APPLICATION FORM – NON-TEACHING STAFF (Part 2)**This section will be used as part of the shortlisting process | Picture |

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| Post Applied for: | HR Officer  |

**EDUCATION AND QUALIFICATIONS**

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| **SECONDARY EDUCATION (Most recent first)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of School** | **From****Month/Yr** | **To****Month/Yr** | **Examinations Passes****(Subjects & Grades)** |
|  |  |  |  |
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| **FURTHER/HIGHER EDUCATION QUALIFICATION (Most recent first)** |

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| --- | --- | --- | --- | --- | --- |
| **Name of Institution** | **From****Month/Yr** | **To****Month/Yr** | **FT/PT** | **Qualifications Achieved****(state subjects etc)** | **Level of Pass** |
|  |  |  |  |  |  |
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| The College aims to be as flexible as possible**, if you are applying for a part-time role**, please give an indication of the hours/days/fraction you would like to be considered for.  |  |

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| **OTHER QUALIFICATIONS GAINED** |
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**EMPLOYMENT:**

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| **CURRENT/MOST RECENT POST** |

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| --- | --- |
| Post Held: |  |
| Name & Address of employer: |  |
| Full-Time/Part-Time (please state fraction) |  |
| Dates of Employment: | From:  | To:  |
| Current Salary (please specify whether the amount is FTE, or a for part-time hours): |  |
| Notice required: |  |
| Reason for leaving: |  |
| Brief outline of description of duties/skills: |

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| **PREVIOUS** **EMPLOYMENT HISTORY (most recent first)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Position Held** | **FT/PT** | **Dates** | **Length of Service** | **Reason for Leaving** |
| **From** | **To** |
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| **PERIODS WHEN NOT WORKING:** |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. |
| **Date From (month/year)** | **Date To (month/year)** | **Reason** |
|  |  |  |

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| **OTHER PROFESSIONAL DEVELOPMENT** |

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Please give details of any relevant courses attended:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **From**  | **To** | **Provider** | **Awards** |
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| **STATEMENT IN SUPPORT OF APPLICATION** |

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| Please write or type below a statement detailing why you are applying for this post. You should include personal skills and experience relevant to the post applied for and reasons why you feel you would be successful in this post. Should you choose to add additional sheets, **please ensure that your National Insurance number is at the bottom of each page** so that it can be matched to your application. |
|  |