



APPLICATION FOR EMPLOYMENT

Our People



Our Purpose

BUILDING FUTURES CHANGING LIVES

Our Success



"Burnley College
is Outstanding"
Ofsted May 2009



National Training Awards
UK 2006



*We are committed to Equality and Diversity and to selection on merit.
We welcome applications from all sections of society.*





IMPORTANT INFORMATION FOR APPLICANTS

GUIDANCE NOTES

SECTION ONE

Please ensure your e-mail address is correct as we will use this to communicate with you should your application be successful. Please indicate if you would prefer correspondence to be sent by post.

SECTION TWO

Give details of your current post (if applicable) and duties and your most recent employment.

SECTION THREE

You are asked to give relevant information, based on the requirements of the person specification. When applying for an academic post please highlight your relevant teaching experience and results. If you are applying for a fractional or part-time teaching post please give details of your availability (times and days).

SECTION FOUR

Give details of your education and professional registration (if applicable).

SECTION FIVE

If you are currently undertaking a course of study please detail it here.

SECTION SIX

Outline any relevant training courses you have been on in the last five years.

SECTION SEVEN – ACADEMIC POSTS ONLY

Give details of your research experience.

SECTION EIGHT

Please provide full details of at least two referees we can contact should you be short listed for interview. Where possible, please provide e-mail addresses.

SECTION NINE

Please complete this section which will only be used for monitoring purposes and will be treated as strictly confidential. Copies will not be available to members of the selection panel.

DATA PROTECTION ACT 1998

Burnley College will process the data you supply with this application form for recruitment and selection purposes only and will not keep the data for longer than is necessary. The data will not be further processed for any reason incompatible with these purposes.

If you wish receipt of your application to be acknowledged, please enclose a stamped addressed envelope. If you have not heard from us within three weeks of the closing date for applications, please assume you have been unsuccessful on this occasion.

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APPLICATION FOR EMPLOYMENT

SECTION 1: YOUR DETAILS

Application for the post of:

Where did you hear about this vacancy:

Title:

First Name(s):

Surname:

Address:

E-mail Address*:

Telephone: Home:

Mobile:

Gender: Male Female

Date of birth:

Nationality:

National Insurance Number:

***Should your application be successful your e-mail address will be used in all correspondence, unless you specify otherwise.**

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

Human Resources

Burnley College

Princess Way

Burnley

BB12 0AN

or to hr.recruitment@burnley.ac.uk

Please ensure your adobe reader software is up to date when completing this application form.



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SECTION 2: EMPLOYMENT HISTORY

PRESENT POSITION

Name and address of present employer:

Present post:

Date appointed:

Part or full-time:

Notice period:

Current salary:

Current duties:

PREVIOUS EMPLOYMENT - MOST RECENT FIRST

Employer	From Month/Year	To Month/Year	Full or Part-time	Position held and for academic posts details of subjects taught

Employer	From Month/Year	To Month/Year	Full or Part-time	Position held and for academic posts details of subjects taught

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PREVIOUS EMPLOYMENT - CONTINUED

Employer	From Month/Year	To Month/Year	Full or Part-time	Position held and for academic posts details of subjects taught

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SECTION 3: RELEVANT SKILLS AND EXPERIENCE

For all posts, please use the space below to tell us about your skills and experience and how they satisfy each of the criteria in the person specification. Please continue on separate sheets, if required. Ideally, applications should not exceed an additional two pages.

For teaching posts, applicants should also detail their teaching experience and results.

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SECTION 4: EDUCATION AND MEMBERSHIP OF PROFESSIONAL BODIES

Education and qualifications obtained including membership of professional bodies. GCSE and A Level results must be detailed for all teaching applications.

From Month/Year	To Month/Year	Full-time or part-time	Qualifications obtained Grade and Class of Degree	Institution and awarding authority

Professional Body:

Number:

Date obtained:

Membership status:

Professional Body:

Number:

Date obtained:

Membership status:

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SECTION 5: CURRENT COURSE OF STUDY

Current course of study and anticipated date of completion:

SECTION 6: TRAINING

Details of relevant training courses attended in the last five years

Year of course	Length of course	Details of course	Provider
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SECTION 7: RESEARCH EXPERIENCE (ACADEMIC POSITIONS ONLY)

Research experience/Publications/Examinerships (For appropriate posts only)

SECTION 8: REFERENCES AND DECLARATION

Please provide full details of two referees, one of which should be your present employer (last employer if you are unemployed) and indicate whether you agree to them being contacted prior to interview.

Name:

Name:

Occupation:

Occupation:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone Number:

Telephone Number:

E-mail address:

E-mail address:

Contact prior to interview Yes No

Contact prior to interview Yes No

Please state whether you are related to any member of the Governing Board, or Staff of the College and provide details

Canvassing directly or indirectly will disqualify candidates.

DECLARATION

The information given in this application is complete and correct to the best of my knowledge

Signed:

Date:

Our People value



David Lord
Head of Division,
Construction



Jane Wilding
Programme Leader,
Health, Science and
the Services



Paula Newton
Lecturer in Fashion



Gary Maidens
Construction Technician

- Openness and honesty
- Fairness and consistency
- Mutual support
- Rigour
- Equality and diversity
- Loyalty
- Innovation
- Achievement and aspiration



Jon Habiak
Head of Division,
Health, Science and
the Services



Liam Davies
Lecturer in A Level English

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Section 9 of this form will be detached during the short listing process and only reattached once short listing has taken place.

SECTION 9: EQUALITY AND DIVERSITY MONITORING INFORMATION

Application for the post of:

Title:

First Name(s):

Surname:

Ethnicity (please mark relevant box)

- | | |
|---|---|
| <input type="checkbox"/> White - British | <input type="checkbox"/> Asian or Asian British - Indian |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Asian or Asian British - Pakistani |
| <input type="checkbox"/> Any other white background | <input type="checkbox"/> Asian or Asian British - Bangladeshi |
| <input type="checkbox"/> Black | <input type="checkbox"/> Any other Asian background |
| <input type="checkbox"/> Black or black British Caribbean | <input type="checkbox"/> Mixed Asian or Asian British |
| <input type="checkbox"/> Black or black British African | <input type="checkbox"/> Mixed white and black Caribbean |
| <input type="checkbox"/> Any other black background | <input type="checkbox"/> Mixed white and black African |
| | <input type="checkbox"/> Mixed white and Asian |

Any other ethnic group (please specify)

Do you consider yourself to have a disability? Yes No

If yes, please state the nature of this disability:

Would you need any adjustments to be made to carry out this role?

Would you need any special assistance/have any special requirements if you were to attend interview?

Please Note: Applicants who are disabled and meet the essential criteria will be guaranteed an interview.

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If you wish you may disclose information about yourself in relation to religion or sexual orientation which is for monitoring purposes only:

Religion:

Sexual Orientation:

SICKNESS ABSENCE

The College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. This does not affect any individuals rights under the Disability Discrimination Act. The College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.

Should you be successful and receive an offer of employment you will be asked to declare your sickness record when completing the Pre Employment Medical Questionnaire. The College can withdraw their offer of employment where absence levels are unsatisfactory and there is no evidence of an underlying medical condition.

REHABILITATION OF OFFENDERS ACT

As an education provider, Burnley College is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment is subject to a satisfactory Disclosure and Barring Service Check.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Yes No

Further information can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If yes, Please provide details for the confidential attention of Human Resources in a separate envelope which includes the penalty imposed.

If you have any previous convictions or cautions you may still be eligible for employment. However, failure to declare and criminal convictions where a subsequent DBS check reveals any previous convictions, may result in the withdrawal of an offer of employment.

DECLARATION

The information given in this section is correct to the best of my knowledge

Signed:

Date: