

# Confidential

# Application for Employment

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| **HR Unit, Riverside College Halton, Kingsway, Widnes, Cheshire WA8 7QQ**  **Tel: 0151 257 2800**  **Email:** [**HR@riversidecollege.ac.uk**](mailto:HR@riversidecollege.ac.uk) |

**Your application should be typed or written in black ink**

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| Section 1 Job Details Application for post of: Closing date:  Job Reference Number:  **Please note only pages 2 – 5 will be sent to the selection panel the remaining sections will be retained by the HR unit** |

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| Section 2 Personal Details | | | | | |
| Surname | | | | Forename(s) | |
| Address  Postcode | | | | Home Telephone No.  Work Telephone No.  May we telephone you at work? YES/NO  Mobile Telephone No. | |
| E-Mail Address | | | |  | |
| Are you an internal candidate? YES/NO | | | | | |
| Section 3 Education and Qualifications Please list only qualifications, which are relevant to your application (please refer to the person specification.) Please note you will be required to provide documentary proof of all qualifications and grades you list on your application form. | | | | | |
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| Schools, Colleges,  Universities attended | Date  From | Date  To | Qualifications gained | | Grade awarded |
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| Section 4 Training Please list any course(s) which you have undertaken which are relevant to the job and/or specified in the person specification | | | |
| Course/Programme | Dates | | Details |
| Section 5 Record of Employment Please provide details of your previous employment, accounting for any gaps. You should use a separate box for each position held, starting with the most recent. Continue on a separate sheet if required. | | | |
| Name & Address of Present Employer | | Post Held | |
| Present Salary | |
| Level / Grade | |
| Date appointed | |
| Main duties/responsibilities: | | Period of Notice required:  Reason for Leaving: | |

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| Previous Employment Please give details of all posts you have held starting with your most recent. Please indicate any gaps in employment e.g. unemployment, training, career break, etc (use an additional sheet if necessary) | | | | |
| Name and address of employer | Date From | Date To | Post Held | Reason for Leaving / Gap |
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| Section 6 Membership of Professional Body | | | |
| Name of Professional Body | Level of Membership | Specific Responsibilities eg. Chair person | Date of entry/eligibility |
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| Section 7 Additional Information Please use this space to explain how you meet the specific requirements in the enclosed Person Specification. Continue on a separate sheet if required.  Please note this section must be completed, CV’s will not be considered. | | | |
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# Equality and diversity monitoring form

Riverside Collegewants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity and working inclusively.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please use this as an opportunity to tell us about you, so we can use this information to make any adjustments and share information with your manager to enable them to support your effectively.

If you have any questions about the form, contact HR@riversidecollege.ac.uk

Please return the completed form to HR@riversidecollege.ac.uk

**Gender** Male  Female  Intersex  non-binary  Prefer not to say 

**Agender**

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black, African, Caribbean, or Black British***

African  Caribbean  Prefer not to say 

Any other Black, African, or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

**Share your lived experience with us so that we understand how best to support you.**

What is the effect or impact of your disability or health condition on your work? Please write in here:

If you would like to speak to a member of the HR team to discuss what support or adjustments can be made in the workplace, please indicate here –

Would you like to work with us to develop an inclusive employment plan to help your line manager make suitable adjustments?

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

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| Section 8 – Rehabilitation of Offenders Act 1974 All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | |
| Section 9 Referees Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer. If you have previously worked or volunteered in a School/College we reserve the right to contact them, even if this is not your most current or last Employer. Please note if you are shortlisted, **we will** contact one of your referees prior to interview, unless you state otherwise here. | |
| Name:  Job Title: | Organisation: |
| Email Address (please provide work or professional email):  Telephone Number: | Capacity in Which Known: |
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| Email Address:(please provide work or professional email):  Telephone Number: | Capacity in Which Known: |

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| Section 10 Administration | | | | | | |
| Where did you see this post advertised? | | | | | | |
| If you are related to a Governor or Employee of the College, please give details: | | | | | | |
| If the job for which are applying requires you to drive, please answer the following questions: | | | | | | |
| Do you hold a current driving licence? | | Yes | | | No | |
| If yes, please indicate | Provisional | | Full | PSV | | Other |

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| **General Data Protection Regulations**  Information on this form will be held on computer and manual records. Strict confidentiality will be observed and disclosures will only be made for payroll, pension, tax and personnel administration purposes. We will be unable to process your application unless we can use your personal data in the ways described above. If your application is unsuccessful your application will be held for six months and then destroyed. | | | |
| Entitlement to Work in the UK To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. Successful candidates will be asked to produce an appropriate official document e.g. Birth certificate or Passport. | | | |
| Do you require a work permit to work in the UK? | Yes | | No |
| If you already have a work permit, please give the expiry date: | | | |
| Declaration: I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | |
| **Signed:** | | **Date:** | |