



Before completing this application form, please read the Guidance Notes provided. Please return to jobs@southessex.ac.uk. We do not accept CV's in place of this application form. If you need assistance completing this form or require the form to be provided in a different format, please contact the Human Resources Team on 01702 220439 or e-mail jobs@southessex.ac.uk.

Post Applied For:	
Post Campus:	
Where did you see the post advertised?	

Present or most recent employment:		
Job Title:		
Employer's Name and Address:		
Period of Employment:	From:	To:
Reason for Leaving:		
Salary:		
Notice Required:		
Brief description of responsibilities and duties:		

Previous employment (most recent first), include all gaps in employment and reasons:

[illegible]

Please give details of any paid or unpaid work you wish to continue, if appointed to this post:



3. Educational History:

Dates of Attendance (DD/MM/YYYY)	Name of Educational Institution (School/College/University) and Brief Address	Qualifications Achieved and Grade Awarded (If you state below that you hold qualifications, <u>you must</u> be able to produce the original certificates for verification if invited for interview)

4. Training

Details of membership of professional bodies, including level:

Please give details of any training/course of study/research currently being undertaken:

5. References:

Please note you must provide contact details from your current and most recent posts of two referees. All employment referees should be the Head of the Establishment. Appropriate references from academic institutions will be acceptable. References are required to be received prior to employment commencing and to be satisfactory to the College.

* If you have previously worked with children/young people/vulnerable adults, and these are not included in your two most recent referees, you are required to provide additional referees.

Please note that character references and references from friends/acquaintances are not acceptable.

Referee 1	Name of Head of Establishment:	
	Post Title:	
	Organisation/ Company Name:	
	Address:	
	Email:	
	Phone:	
	Fax:	
Referee 2	Name of Head of Establishment:	
	Post Title:	
	Organisation/ Company Name:	
	Address:	
	Email:	
	Phone:	
	Fax:	
*Additional Referee	Name of Head of Establishment:	
	Post Title:	
	Organisation/ Company Name:	
	Address:	
	Email:	
	Phone:	
	Fax:	

6. Details in Support of Application:

Please submit information in support of your application that demonstrates how your skills and abilities relate to the Role and Person Specification. Please use the space provided below or attach separate sheet(s). **Please note that CVs will not be accepted in place of supporting details** (see Guidance Notes)

7. Monitoring Form

Post Applied For:

The following information is separated from the application form during the recruitment process and will be treated as confidential. The following information is used for contact and monitoring purposes only:

Surname:		Previous Surnames used:	
Forename(s):		Preferred Forename: (for name badge)	
Title:		Gender:	
Date of Birth:		National Insurance Number:	
Address:			
		Post Code:	
Home Telephone Number:			
Work Telephone Number:			
Mobile Telephone Number:			
E-mail Address:			
Please state any relationship you have with any employee or a Member of the Corporation of the College:			
Please indicate [✓] whether you have a disability: All applicants with a disability who meet the essential criteria in the Person Specification will be guaranteed an invitation to the recruitment event.			YES / NO

Race (Nationality/ Ethnic Origin): please tick the category which most represents your ethnicity	Asian or Asian British – Bangladeshi	Mixed - White and Black African
	Asian or Asian British – Indian	Mixed - White and Black Caribbean
	Asian or Asian British – Pakistani	Mixed - Any Other
	Asian or Asian British – Any Other	White – British
	Black or Black British – African	White – Irish
	Black or Black British – Caribbean	White - Other European
	Black or Black British – Any Other	White - Any Other
	Chinese	Any Other
	Mixed - White and Asian	Prefer Not to Say

Conviction Date	
Conviction Code (if applicable)	
Expiry Date (if applicable)	
Court Name (if applicable)	
Details of Conviction	

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Details of Conviction	

9. Declaration:

I have read the Guidance Notes for applicants and have provided my supporting details. I certify that the information I have entered is true and accurate, and I understand that any false information; failure to provide relevant supporting documentation or disclose criminal convictions when applying for a post may, in the event of employment, result in dismissal or disciplinary action by South Essex College of Further & Higher Education. I hereby give explicit consent to process the information submitted in this application under the terms of the Data Protection Act 2018.

I hereby consent to details of my previous employment and education, held under the Data Protection Act 2018, to be released to South Essex College of Further & Higher Education for the purpose of obtaining references.

Name: _____

Date: _____

Please note that by printing, signing your name or submitting the form by email will be taken as your agreement to the statements contained within this Declaration