



Application Form

This form, when completed, should be returned to the People Services Department, marked 'Confidential'.

Notes:

Please complete each section as appropriate, ensuring that there are no chronological gaps.

Post Applied for:

Employment History (present or most recent appointment)

Dates (Month/Year) **From:** **To:**

Name and Address of Employer:

Position Held:

Current Salary:

Notice Period:

Description of Main Duties and Responsibilities:

Reason for Making this Application:

Qualifications (Please start with most recent and include qualifications gained at school; however, details of school attended need not be given)

Qualifications Gained:

Date Started:

Date of Award:

Method of Study (i.e. part-time, full-time)

Qualifications Gained:

Date Started:

Date of Award:

Method of Study (i.e. part-time, full-time)

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Qualifications Gained:

Date Started:

Date of Award:

Method of Study (i.e. part-time, full-time)

Continue on a separate sheet, if required.

Membership of Professional Bodies e.g. ACCA for Accountants

Class of Membership

Organisation

Date Joined

Class of Membership

Organisation

Date Joined

Class of Membership

Organisation

Date Joined

Continue on a separate sheet, if required.

Previous Employment (Please start with most recent and include any period not in paid employment)

Dates (Day/Month/Year)

From **To**

Name and Address of Employer

Position Held, Description of Duties and Responsibilities

Reason for Leaving

Dates (Day/Month/Year)

From **To**

Name and Address of Employer

Position Held, Description of Duties and Responsibilities

Reason for Leaving

Dates (Day/Month/Year)

From **To**

Name and Address of Employer

Position Held, Description of Duties and Responsibilities

Reason for Leaving

Dates (Day/Month/Year)

From **To**

Name and Address of Employer

Position Held, Description of Duties and Responsibilities

Reason for Leaving

Additional Information

Please include details of any skills, aptitudes, or personal qualities and explain how you might use them in this Post. You should refer to the person specification and where you meet the criteria for this role.

Diversity Monitoring Form (Confidential)

Borders College is committed to being an equal opportunities employer. This means the College needs to know details of applicants' protected characteristics as defined by the Equality Act 2010, so that we can ensure that our recruitment is fair and does not discriminate against any group. You can help by completing this form.

The information provided in the monitoring form is not used in the selection process. It is used purely to monitor equal opportunities as required by the Equality Act 2010 under the Public Sector Duty. **Recruiters do not see the information contained in the monitoring forms and are only provided with your name once the interviews have been arranged.**

In addition, if your application is successful, the information will be held on a computerised human resources system and will be used to produce depersonalised statistical reports. **Individuals cannot be identified from these reports.**

Thank you for your help.

Post Applied for:

Title: **Surname:** **Forename:**

Maiden Name:

Home Address:

Town:

Postcode:

Address for Correspondence (if different):

Town:

Postcode:

Home Number:

Mobile Number:

Work Number (if different):

Email Address:

Where did you hear about the vacancy?

Date of Birth:

Marital Status:

Do you have a current UK Driving Licence?

Do you have any endorsements?

If YES, please describe

Emergency Contact

Name:

Relationship:

Address:

Postcode:

Telephone Number:

Are you a settled worker (i.e. do you have the **permanent** right to work in the UK – for example as a British or EEA citizen)?

If no, do you already have **temporary** permission to work in the UK?

If yes, please specify your visa type and visa end date (Month/Year):

Ethnicity

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 select from the appropriate drop-down list.

White

Any other white background, please write in:

Mixed/multiple ethnic groups

Any other mixed background, please write in:

Asian/Asian British

Any other Asian background, please write in:

Black/African/Caribbean/Black British

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

Other ethnic group

Any other ethnic group, please write in:

Religion, Belief and Faith (please select from the drop-down list)

What is your religion or belief?

If other religion or belief, please write in:

Sexual Orientation (please select from the drop-down list)

What is your sexual orientation?

If other, please write in:

Gender

What best describes your gender?



Borders College is positive about disability and is aware of the obligations arising from the Equality Act 2010. As a Disability Confident Employer, if a disabled applicant meets the minimum criteria for the job, they will be given the opportunity to demonstrate their abilities at an interview.

Do you consider yourself to have a disability?

Do you wish to be considered under this particular scheme?

If "Yes", please tick the box(es) below that best describe your disability:

- Visual ☐
- Speech ☐
- Co-ordination, Dexterity or Mobility ☐
- Learning Difficulty ☐
- Mental Health ☐
- Hearing ☐

Other, please specify:

Working Arrangements

What is your current working pattern?

What is your flexible working arrangement?

If other, 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 ☐

PVG Membership

It is a requirement for individuals carrying out “regulated work” with children and/or protected adults to be members of the PVG Scheme. Please indicate your current PVG Scheme status by ticking the appropriate box:

Member of the PVG Scheme for regulated work with children ☐

Member of the PVG Scheme for regulated work with protected adults ☐

PVG Membership Number (if applicable)

Not currently a member of the PVG Scheme ☐

Criminal Conviction Declaration Form

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) applies to all posts within the College where staff may be expected to work in positions where they have substantial contact with vulnerable groups of people. If appointed to such a post, you will be required to complete a Protection of Vulnerable Groups (PVG) Scheme Application.

Please note that any declaration made will not be used in the interview selection process. If you have no previous convictions, pending sentences or outstanding charges to declare, please go to Section B.

If you have any spent or unspent convictions, pending sentences or outstanding charges to declare, please complete the provide details below. If you require further information on the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended), please log onto www.disclosurescotland.co.uk.

Spent/Unspent Convictions

When did the offence(s) take place?

What were you charged with?

What sentence(s) did you receive?

Please give details of the reasons and circumstances that led to your offence(s).

What have you learned from the experience(s)?

Please give details of how you completed the sentence(s).

Pending court appearances/outstanding charges

Please state what you have been charged with and when you are due to appear in court.

Referees (No approach will be made to your current employer without your prior agreement where this is not the employment reference given. Your current employer will, however, be contacted for a reference should you be offered a post.)

1 Employment

Name:

Designation:

Address:

Telephone Number:

Email:

2 Other

Name:

Designation:

Address:

Telephone Number:

Email:

Please state if these referees may be approached now:

1

2

Employment is subject to satisfactory references and may also require a medical examination.

Declaration

I declare that, to the best of my knowledge, all the information provided as part of my application is true and correct and can be treated as part of any subsequent contract of employment.

Data Protection

By accepting this statement, you acknowledge and agree that the College is permitted to hold personal information about you as part of its human resources and other business records, and may use such information in the course of their business. You agree that the College may disclose such information to third parties in the event that such disclosure is, in the view of the College, required for the proper conduct of the College's business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

Signature

Date