

Application for Employment

Please use CAPITAL letters, and return with your Covering Letter to the above address,
or email to collegeadmin@collegeofstbarnabas.com. All fields must be completed.

Please contact us if you require us to make reasonable adjustment to the application process at this stage

Position Applied For					
Title		First Name		Surname	
Address (House Name/Number)					
Address (Street / Road)					
Address (Town / City)					
Address (Post Code)					
Telephone Number					
Mobile Number					
Email Address					
Do you have the right to work in the UK?		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have a full driving licence?		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have your own transport?		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Educational Qualification – starting with the highest or most recent one				
Qualification Title	Name of School / College / Uni.	Level & Grades	Start Date	Finish Date

Training Qualification – starting with the most recent one				
Qualification Title	Name of Training Provider	Level & Grades	Start Date	Finish Date

Employment History and Referee Details

In accordance with legislation and CQC regulations, details must cover **full employment history** from date of leaving school (please use a separate sheet of paper if needed), and a total of **three referees** to be provided.

Attaching a CV is optional.

Please note that one of your references must come from your present or most recent employer, and if you have carried out 'regulated activities' during any of your previous employments we will need to request a reference in relation to your role from that service provider as well as from your current or most recent one. We will only contact your referees if and after an Offer of Employment is made.

Finally, any gaps in your employment history must be explained in writing on the below form. Thank you.

Employment History and Referee Details – starting with the most recent one							
M O S T R E C E N T	Start Date	Leaving Date	Job Title		Name of Business		
	Summary of Responsibilities:				Reason(s) for Leaving:		
	Reference Contact Details – please note it must be a work contact						
	Title		First Name		Surname		
	Position Held				Relationship to You		
	Telephone Number				Email Address		
	Work Address:						
	<i>If there is a gap please explain:</i>						
Employment History and Referee Details – previous one(s)							
P R E V I O U S	Start Date	Leaving Date	Job Title		Name of Business		
	Summary of Responsibilities					Reason(s) for Leaving	
	Reference Contact Details – please note it must be a work contact						
	Title		First Name		Surname		
	Position Held				Relationship to You		
	Telephone Number				Email Address		
	Work Address:						
	<i>If there is a gap please explain:</i>						

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Employment History and Referee Details – previous one(s)					
P R E V I O U S	Start Date	Leaving Date	Job Title	Name of Business	
	Summary of Responsibilities			Reason(s) for Leaving	
	Reference Contact Details – please note it must be a work contact				
	Title	First Name	Surname		
	Position Held	Relationship to You			
	Telephone Number	Email Address			
	Work Address:				
	<i>If there is a gap please explain:</i>				
	Previous Employment History Continued – no referee details required				
P R E V I O U S	Start Date	Leaving Date	Job Title	Business Name and Work Location (i.e. Town)	
	<i>If there is a gap please explain:</i>				
	Start Date	Leaving Date	Job Title	Business Name and Work Location (i.e. Town)	
	<i>If there is a gap please explain:</i>				
	Start Date	Leaving Date	Job Title	Business Name and Work Location (i.e. Town)	
	<i>If there is a gap please explain:</i>				
	Start Date	Leaving Date	Job Title	Business Name and Work Location (i.e. Town)	
<i>If there is a gap please explain:</i>					
<p align="center">Please continue on a separate sheet of paper if necessary, using the above template, as full employment history must be covered in order to be considered for the role.</p> <p align="center">Are you attaching a separate sheet? Please indicate: Yes <input type="checkbox"/> No <input type="checkbox"/></p>					

Date of Finishing Secondary School	
Date of Finishing Further Education (College/University)	
Date of First Job (should match with the last entry on the above list):	

Personal Reference – someone who has known your for at least 2 years and not related to you					
Title		First Name		Surname	
Full Address					
Telephone Number			Email Address		

The College of St Barnabas is committed to equal opportunities in employment and non-discriminatory practices. Should you be successful in the application process, you will be invited in for a formal interview or other forms of assessment (i.e. work trial or aptitude test). The College of St Barnabas is under a duty to make reasonable adjustments to the recruitment process in specific circumstances, to eliminate the disadvantages to a disabled job applicant.

Are there any special arrangements that need to be made in respect of an assessment process?

Yes No

If yes, please provide details here:

What do you consider to be your main strengths in relation to the role you are applying for?

By signing this form you give permission to verify your qualifications with the awarding body and authorise the College of St Barnabas to contact your Referees and Previous Employers to seek references.

You will be required to complete a Disclosure and Barring Service (DBS) check and to provide proof of your Right to Work in the UK.

Signed: Dated:

Thank you for completing the Application Form

Privacy Notice: in accordance with the current General Data Protection Regulation (GDPR) please note that your personal data and the information that is provided on the form is requested exclusively for the purposes of recruitment and will not be passed to anyone who is not authorised to have this information. The College of St Barnabas has a legal obligation and a legitimate interest to request this data. Details of unsuccessful applicants will be kept for six months, after which it will be destroyed. Details of successful applicants will be kept in accordance with the College of St Barnabas' Retention policy.