

# Application Form

## Important

- Please read the Applicants Guide and person specification before completing this form.
- Please complete the form in type or black ink.
- The information you provide on the form will be treated in the strictest confidence.
- The form is split into Part A and Part B and will be separated by a member of the Human Resources team on receipt.
- If you require this form in an alternative format, such as braille, large print or audio, please contact our HRM department on **0191 511 6371** or email **vacancies@sunderlandcollege.ac.uk**

## Part A

Title of post

Post reference number

## Personal details

Title

Surname

Forename(s)

Home Address

Postcode

Telephone (Home)

Telephone (Mobile)

Telephone (Work)

May we contact you at work?

YES

NO

Email

National Insurance number

How would you prefer us to contact you?

Telephone

Email

Letter



Applicant reference number

HR use only

## OFFICE USE ONLY

Date received

## Equal opportunities monitoring

Sunderland College is required to ask for applicants' personal information. We collect the equal opportunities information you provide here to fulfil that duty and use it for monitoring purposes in line with guidance from the Equality and Human Rights Commission. Only information in Part B will be used for shortlisting purposes. You can find out more about our commitment to equal opportunities in our Equality & Diversity Policy and Single Equality Scheme.

Date of birth	<input type="text"/>	Gender	Male	Female	Other	<input type="text"/>
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### MARITAL STATUS

Civil partnership	Cohabiting	Divorced	Married	Separated	Single	Widowed	Prefer not to say
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### SEXUAL ORIENTATION

Bisexual	Gay or lesbian	Heterosexual	Prefer not to say
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### RELIGIOUS BELIEF

Buddhist	Christian	Hindu	Jewish	Muslim	None	Sikh	Prefer not to say
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Any other religion (please specify)	<input type="text"/>
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## Ethnic group

### WHITE

British: English	Scottish	Welsh	Other (please specify)	<input type="text"/>
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Irish	Any other white background (please specify)	<input type="text"/>
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### MIXED

White and black Caribbean	White and black African	White and Asian
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Any other mixed background (please specify)	<input type="text"/>
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### ASIAN, ASIAN BRITISH, ASIAN ENGLISH, ASIAN SCOTTISH OR ASIAN WELSH

Indian	Pakistani	Bangladeshi	Any other Asian background (please specify)	<input type="text"/>
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### BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, OR BLACK WELSH

Caribbean	African	Any other black background (please specify)	<input type="text"/>
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### CHINESE, CHINESE BRITISH, CHINESE ENGLISH, CHINESE SCOTTISH, OR CHINESE WELSH

Chinese
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### OTHER ETHNIC GROUP

Any other background (please specify)	<input type="text"/>
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Applicant reference number

The Equality Act protects disabled people. This includes people with long-term health conditions. If you tell us that you have a disability, we can make reasonable adjustments to where you work, your work arrangements and at interview.

Do you consider yourself to have a disability?  Yes  No  Prefer not to say

Please state the type of disability you have by marking all the types that apply to you. If none of the categories apply, please specify in 'Other'.

Physical difficulty  Sensory difficulty  Mental health difficulty  Learning disability/difficulty

Long-standing illness  Other

Please tell us here if you need any specific arrangements to enable you to attend for interview.

## Declarations

Have you ever been convicted of or cautioned for any criminal offence or do you have any prosecutions pending?  Yes  No

If yes, please give details including dates.

Have you ever been banned from working with young people and vulnerable adults?  Yes  No

Applicant reference number

Are you currently subject to any disciplinary action?

Yes

No

If yes, please give details including dates.

**PLEASE TELL US WHERE YOU SAW THIS POST ADVERTISED:**

Evening Chronicle (Jobs North East)    Specialist magazine    Times Educational Supplement    Fish4jobs.co.uk  
Word of mouth    TES Online    Jobs.ac.uk    Sector One    Jobcentre    Internal advertisement  
Sunderland Echo    College website    The Guardian

Other (please specify)

Do you need a work permit or visa to work in the UK?

Yes

No

Visa type

Expiry date

## Canvassing

Canvassing, directly or indirectly, will disqualify an applicant. This includes any attempt to unfairly promote your application. If such an attempt is discovered after appointment, you may be liable for dismissal. (Canvassing does not include general enquiries about the vacant post.)

Are you related to or do you have a personal relationship with any employees or governors at Sunderland College?

Yes

No

If yes, please state the name of the relative or partner and the position held.

By submitting this application form, I authorise Sunderland College to process the information I have given in line with the Data Protection Act 1998. I confirm that the information I have given on the form is correct. I understand I may be required to validate any or all information provided. I also understand that providing inaccurate information may disqualify me from employment or, if it is discovered after my appointment, make me liable for dismissal.

Name

Date

Applicant reference number

# Part B

## Details of present or most recent post

Post title		Salary		Notice required	
Employer's name and address					
				Postcode	
Employment dates from			to		

Brief description of duties:

Reason for seeking alternative employment or for leaving:

## Previous employment record (state most recent first)

Please include part-time and unpaid work. If you have recently left school or college or had a break from employment, you must state this clearly here. You may continue on a separate sheet if required.

Employer's name and address	Post held	Employment dates from/to	Reason for leaving

Applicant reference number



## Work-related training

Organising body and course title	Length of course	Grade/class of diploma/degree (where applicable)	Date attended

## Reference/contact with present or most recent employer

We will contact your referees when we ask you to attend an interview.

Please give details below of your present or most recent employer. We may contact them to confirm details of your present or most recent employment and your suitability for the job you are applying for.

Name			
Address			
Postcode		Email	
Telephone		Fax	

### ADDITIONAL REFERENCE

Please give the name and address of another person who has agreed to act as a referee.  
Do not use a relative as a referee.

Name			
Address			
Postcode		Email	
Telephone		Fax	

Applicant reference number

## Personal statement

Please use this section to describe how you meet the criteria in the person specification for the post. If you are applying for a teaching or curriculum leadership role please state your views of what effective teaching and learning are. (You may continue on up to two separate sheets of A4 if needed.)

### PLEASE RETURN TO:

HRM Department, Sunderland College, Bede Centre, Durham Road, Sunderland SR3 4AH,  
vacancies@sunderlandcollege.ac.uk or fax 0191 511 6031

Applicant reference number

HR use only

