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|  **Instructions**  |
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| **Thank you for your interest in Southampton City College. In order for us to shortlist, please complete each section of this form and attach or include with your supporting statement.** **The form may be completed electronically and returned to** **Recruitment@Southampton-city.ac.uk** **Please click into the text box and type your information and for the tick box options you may click onto the box chosen and select the default value ‘checked’ to place an x in the box.** |
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| **Role:** |
| **Role applying for:** |  |
| **Right to work in the UK** |
| **Southampton City College has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK** |
| **Do you have the right to work in the UK without any restrictions?** | **[ ] Yes** | **[ ] No** |

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| **Employment History** |
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| Please give details of your employment history, starting with your current or most recent job. |
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| **Employers (from most recent)** | **Position and Salary** | **Start / Finish Dates** | **Reasons for Leaving** |
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| **Education, qualifications and training** |
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| Please provide the details of all your academic and professional qualifications, including secondary, further and higher education starting with your most recent (please include your level 2 maths and English results): |
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| **Qualification** | **Level** | **Grade** | **Awarding body/Institution** | **Date completed** |
| **English** **Level 2 (GCSE or equivalent)** |  |  |  |  |
| **Maths****Level 2 (GCSE or equivalent)** |  |  |  |  |
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| **Other relevant qualifications and training** |
| Any other relevant qualifications and training, taken or to be taken, including short courses, with dates |
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| Membership of professional/technical bodies |
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| **Supporting Statement** |
| Please outline and describe how your skills, knowledge and experience are applicable and why you are interested in this post, addressing each item of the Person Specification for this role.  Applications that do not address the person specification sufficiently and clearly with details and examples may not be short-listed for the next stage. |
| Click here to enter text. |

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| **Additional Information** |
| **Available start date:** |  |
| **Salary expectations:** |  |
| **Recommended by:** |  |
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| **Confidential References (Please ensure referees know this reference is being requested)** |
| Please provide the full contact details for two referees who have agreed to give an employment reference on your behalf. These references must be from your two most recent places of work or education. Southampton City College also reserves the right to approach any previous employer to confirm factual information about your previous employment record, such as disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.Note: References may be taken up prior to interview if you are shortlisted.If you are not currently working with children, please ensure you provide details of one referee for the employer for whom you have most recently worked with children. |
|  | **Reference 1:** | **Reference 2:** |
| **Name of referee:** |  |  |
| **Employers name:** |  |  |
| **Address 1:** |  |  |
| **Address 2:** |  |  |
| **Town/City:** |  |  |
| **County:** |  |  |
| **Postcode:** |  |  |
| **Telephone number:** |  |  |
| **Email address:** |  |  |
| **Relationship to you (e.g. Manager/headteacher):** |  |  |

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| **Your Personal Details:** |
| **Title:** | Click here to enter text. |
| **Forenames (given name):** | Click here to enter text. |
| **Surname (family name):** | Click here to enter text. |
| **Known as:** | Click here to enter text. |
| **Email** |
| **Email address:** | Click here to enter text. |
| **Telephone** |
| **Mobile:** | Click here to enter text. |
| **Home:** | Click here to enter text. |
| **Work:** | Click here to enter text. |
| **Preferred contact telephone number:** | **[ ]  Mobile** | **[ ]  Home** | **[ ]  Work** |
| **Address** |
| **Address 1:** | Click here to enter text. |
| **Address 2:** | Click here to enter text. |
| **Town/City:** | Click here to enter text. |
| **County:** | Click here to enter text. |
| **Postcode:** | Click here to enter text. |

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| **Declarations**  |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings.Do you have any spent or unspent convictions, cautions, reprimands or warnings? |
| [ ]  Yes | [ ]  No |
| Are you barred from working with children or vulnerable adults? |
| [ ]  Yes | [ ]  No |
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| Please refer to the Job Applicant Privacy Notice attached or on the website, which explains what information Southampton City College collects during the recruitment process, how you can expect your data to be used and for what purposes. I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that canvassing councillors, senior officers or governors either directly or indirectly will disqualify me for appointment. |
| [ ]  I agree to the declarations made on this form |
| **Signed:** | **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| **Print Name:** |