

Employment Application Form



INVESTOR IN PEOPLE



As users of the disability symbol, Jewel & Esk College guarantees to interview all disabled applicants who meet the minimum criteria for any vacancy.

If you are applying under the disability symbol, please tick here:

All information provided is treated in confidence. Certain information will be held and processed electronically in accordance with the College's registration under the Data Protection Act.

Post Applied For

Personal Details

Title: (Select title from list)

Home address:

Surname:

Forename(s):

Postcode:

Contact tel no:

Mobile no:

E-mail address:

(If you provide an e-mail address this will be used as the main way of contacting you).

Do you require a work permit to work in the UK? (Select response from list)

If yes, please give further details:

Present / Most Recent Employment

Employer:

Start date:

Job title:

Date of leaving:

Salary / Hourly rate: £

Notice required:

Reason for leaving / wanting to leave:

Main duties:

Previous Employment

(In chronological order)

Employer's name & address	Dates		Job title	Reason for leaving
	From	To		
Main duties / responsibilities				
Employer's name & address	Dates		Job title	Reason for leaving
From	To			
Main duties / responsibilities				
Employer's name & address	Dates		Job title	Reason for leaving
From	To			
Main duties / responsibilities				
Employer's name & address	Dates		Job title	Reason for leaving
From	To			
Main duties / responsibilities				

(continue on a separate sheet if necessary)

Secondary School Qualifications

Subjects studied & Certificates obtained	Grade / Level
(continue on a separate sheet if necessary)	

Further / Higher Education Qualifications

University / College attended	Dates		Course studied & qualification obtained	Grade / level
	From	To		
			(continue on a separate sheet if necessary)	

Professional Qualifications

Name of Professional Body	Qualification obtained / grade
	(continue on a separate sheet if necessary)

References

Please give details of one referee. Your referee should normally be your present or most recent employer.

Name: _____ Address: _____
Position: _____
Company: _____ Postcode: _____
Email: _____
Tel No: _____

Can we approach this referee before your interview? (Select response from list)

Rehabilitation of Offenders Act

All employees of the College are deemed to be in a 'Childcare position', therefore all posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). Applicants are therefore not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act. In this context, a "conviction" is taken to include a supervision requirement made under any provision of the Social Work (Scotland) Act 1968. Failure to disclose such convictions could result in disciplinary action (including dismissal) by the College if details of such convictions subsequently come to light. Any information given will be treated in the strictest confidence and will be considered only by Human Resources.

Please give details of any relevant offence(s) and/or court cases pending, including sentence received and date of conviction, on the Criminal Convictions Form attached.

Additional Information

Please state your reasons for applying and why you believe you meet the requirements of the post.

(continue on a separate sheet if necessary)

Declaration – Please Read Carefully Before Signing

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

Signature _____

Date: _____

Equal Opportunities

Jewel & Esk College acknowledges the diversity and dignity of all individuals and will seek to promote equality of opportunity for all. The College will actively promote equality, diversity and inclusion by removing barriers to education, training and employment opportunities and by widening access through the development of a flexible and inclusive culture.

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