

Membership of Professional Bodies:

Name of Institute or Professional Body	Type or Class of Membership	Date Awarded or Joined

Teaching Experience: *(starting with the most recent first)*

From (dd/mm/yy)	To (dd/mm/yy)	Institution	Post	Hours per Week	Subjects Taught	Grade Taught

Industrial/Commercial Experience: *(starting with the most recent first)*

From (dd/mm/yy)	To (dd/mm/yy)	Name & Address of Employer(s)	Job Title	Hours per Week	Main Duties of Post

Further Information:

Please give a general statement about the way in which you consider your skills, knowledge and experience to date are relevant to this post and your reasons for applying. Please ensure that your full name and post reference appear on any attachments provided. (attachments must not exceed 1 A4 page)

<p>Job Sharing: All full time posts are open to job sharing, unless indicated otherwise in the job advertisement. Would you be prepared to job share this post? Yes / No</p>	
<p>People With Disabilities: Do you consider yourself to be disabled? Yes / No Please indicate if you need any special help or assistance should you be shortlisted for interview:</p>	
<p>Refererees: Please offer two referees, one of whom should be your current or most recent employer/institution. We invariably take up references prior to shortlisting.</p>	
Name:	Name:
Position & Address:	Position & Address:
Email:	Email:
Tel:	Tel:
Fax:	Fax:
<i>Can this referee be contacted without further reference to yourself? Yes / No</i>	<i>Can this referee be contacted without further reference to yourself? Yes / No</i>
<p>Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975: The above act applies to the majority of posts within the College. If you are appointed to such a post, you will be required to complete a form giving permission for a Disclosure Scotland Application to be made.</p>	
<p>Data Protection Act 1988: In order to comply with Data Protection obligations, the College reserves the right to use the information you have provided in the application form for personnel record and payroll purposes. Data may be held both electronically and manually and will be processed for the purposes of management reporting, supplying statistical information to our funding bodies and for any authorised requests from external third parties. You have the right to ask for a copy of the information held in our records. You also have the right to correct any inaccuracies in your information. Further information can be obtained from the College Data Controller.</p>	

I declare that all information contained within this form is true and correct to the best of my knowledge. I understand that false information may result in withdrawal of any offer of appointment or dismissal without notice. I also agree to the College processing such information as may be necessary for personnel administration including sensitive data held within the Equal Opportunities, Health and Criminal Convictions sections. I confirm that all the information is correct at the time of application.

Signed:

Date:



CRIMINAL CONVICTION – DECLARATION FORM

The Rehabilitation of Offenders Act 1974 (Exceptions) Order applies to post 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 form giving permission for a Disclosure England Application to be made. If you have no previous convictions, pending sentences or outstanding charges to declare, please go to Section 3 and sign the declaration form.

If you have any spent or unspent convictions, pending sentences or outstanding charges to declare, please complete the form below under the following headings. If you require further information on the Rehabilitation of Offenders Act 1974, please contact the College's Human Resource Department.

Section 1: Spent / Unspent Convictions

- a) When did the offences take place? What were you charges with? What sentences did you receive?

- b) What were your circumstances at the time? i.e family, school etc.

- c) What have you learned from the experience?

- d) What is your present situation and your future expectations?

Section 2: Pending Court Appearances or Outstanding Charges

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

Section 3: Declaration

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information may lead to termination of employment.

Signature:

Date:

Note: The information given in this form will be treated in strictest confidence.



COMMITTED TO EQUAL OPPORTUNITIES & NON-DISCRIMINATION

Manchester College of Higher Education & Media Technology is an equal opportunities employer. We are totally committed both to the principle of equal employment opportunities and to the implementation of equal opportunities legislation and codes of practice.

The aim of our policy is to ensure that job applicants are recruited according to their competence and ability and that they have the on-going potential to progress within our College as opportunities occur. Accordingly, no job applicant or employee will be treated more or less favourably on the grounds of their gender, marital status, disability, race, colour, ethnic belief or ethnic origin, religion or religious belief, sexual orientation, gender reassignment, nationality, trade union activity, responsibility for dependants, employment status or age.

This information is required for monitoring purposes. Please complete the questionnaire as fully as possible and return it with your application form. The information will be treated as confidential, kept separate from your application form and used for statistical purposes only.

Please Complete:

POST APPLIED FOR:

VACANCY REF. NUMBER:

FORENAME:

SURNAME:

AGE:

DATE OF BIRTH:

NI NO:

GENDER: Male / Female

MARITAL STATUS: Married / Divorced / Single / Widowed / Other: _____

ETHNIC ORIGIN:

Bangladeshi

Black African

Black Caribbean

Chinese

Indian

Pakistani

White Scottish

White English

White Welsh

White Irish

Other Asian: _____

Other Black: _____

Other: _____

NATIONALITY: _____

Do you consider yourself to have a disability?: Yes / No