WMC JOB APPLICATION FORM

# Tel: 020 7255 4700 Website: [www.wmcollege.ac.uk](http://www.wmcollege.ac.uk/)

CONFIDENTIAL

Please type or write legibly using **black ink** as this form will be photocopied. ***CVs will not be considered***

Thank you for your interest in our vacancy. Please complete this form after you have read the job description and person specification for the post. In this way we hope to receive all relevant information in support of your application. Other documentation such as curriculum vitae and testimonials should not be sent and will not be considered. When completed please return application form and supporting statement to: [recruitment@wmcollege.ac.uk](mailto:recruitment@wmcollege.ac.uk)

Post applied for

Where did you see this vacancy advertised:

Please return the application form to: The Working Men’s College

44 Crowndale Road London

NW1 1TR

Closing date for this post:

PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Surname | Title | First name(s) |

Address

Day time telephone number:

E-mail

Evening/Mobile telephone number:

If yes, when does this expire? (please add date): \_\_

[ ] Yes [ ] No

*Do you hold a current, valid Work Permit?*

National Insurance No:

Do you require a Work Permit to work in the UK? [ ] Yes [ ] No

*(If your application is successful you will be asked to provide documentary evidence of your entitlement to work in the UK before you commence employment)*

No [ ]

Yes [ ]

Job Share:

Are you applying for job share?

QUALIFICATIONS AND TRAINING

Please use this section to list the qualifications that you have obtained in formal education.

## Academic & Professional Qualifications:

|  |  |  |
| --- | --- | --- |
| EDUCATION | Dates |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Establishment | From | To | Examination Subjects passed (with grades and dates) |
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| --- | --- | --- |
| Do you hold Maths and English GCSE/Level 2 | Yes/No | Date passed and grade |
| Maths |  |  |
| English |  |  |

**Teaching Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | Dates  From To | Full-time or  Part-time | Qualifications  (with dates and class) | Subjects studied  (indicate main/subsidiary) |
|  |  |  |  |  |
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Date of recognition as a qualified teacher (QTS):\_ DfES Number: \_

Age range and subjects qualified to teach: \_ \_

**Training Courses:**

Please use this section to list any relevant in-service and other courses attended during the past 5 years (continue on a separate sheet if necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | From | To | Full- or Part-time Day or Evening | Where held |
|  |  |  |  |  |
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EMPLOYMENT HISTORY

List employers in date order, starting with your current or most recent employer and ending with your first employer. Please indicate part-time and unpaid work. (Continue on a separate sheet if necessary.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer’s Name and Address** | **From** | **To** | **Job Title** | **Reason for Leaving** | **Salary** |
|  |  |  |  |  |  |

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Availability to start work or notice required: \_

|  |
| --- |
| Have you ever been dismissed or asked to leave a job? [ ] Yes [ ] No |
| Comments |

SUPPORTING STATEMENT

Use this section to state how your experience and skills gained both inside and outside paid work, or through study and training, meet the selection criteria for the post. Show how your skills, abilities and experience relate to those required to do this job as set out and numbered in the Person Specification. Continue on a separate sheet if necessary. Please write your name and the post details on any additional page.

You can paste your typewritten statement on this page. **Remember -** address each point in the Person Specification in numerical order explaining using examples, how you meet **each point** as this will be used for shortlisting.

# REFERENCES

Give the names and addresses of two people who can provide an assessment of your suitability for this post. If you are currently employed, or have been employed, you are asked to give your current or most recent employer. If you are a student, please give an academic referee.

|  |  |  |
| --- | --- | --- |
| Name \_ \_\_\_ | Name | \_\_\_ \_\_ |
| Position \_ \_\_\_ | Position | \_\_\_ \_\_\_ |
| Organisation \_ \_ | Organisation | \_\_ \_ |
| Address \_ \_ | Address | \_\_\_ \_\_ |
| \_ \_ |  | \_\_\_\_\_ \_\_\_\_ |
| \_ \_  Telephone \_ \_\_\_ | Telephone | \_\_\_\_ \_\_\_  \_ \_\_\_\_ |
| Email \_\_ | Email | \_\_\_\_ \_ |

May we contact prior to interview? May we contact prior to interview?

[ ] Yes [ ] No [ ] Yes [ ] No

# DECLARATION

Are you related to any member of the Governing Body or Staff at WMC? (Please tick) [ ] Yes [ ] No

If yes, give name \_

Relationship \_

# STATEMENT OF DATA PROTECTION & DATA PROCESSING

The Data Protection Act (1998) aims to ensure that all organisations who collect, process and store information about individuals do so correctly (ie: people about whom information is collected know of its existence, and how to correct it if it is wrong). As part of the College’s management processes and in order for the College to process your job application further, the College needs to collect, process and store information about you as contained within the Application Form.

Personal information contained within the Application Form will only be used for the post applied for and no other purpose. The information will be kept confidentially by the College and only used by the interview panel and Human Resources Department for the purposes of selecting the best candidate for the job. If an applicant is not appointed, then his or her information will be destroyed.

If an applicant is appointed to the post, the College will maintain his or her information collected for pay, contract, management purposes, or any other legal requirement imposed on us and not for any other purpose. Information will be held on computer and on paper record. Any member has the right to request to see, and if necessary, update or correct the information held about them by the College by contacting the Human Resources Department.

Further processing of this application is conditional upon the applicant agreeing to the processing of data for standard purposes.

If any answers to questions on this application form are found to be false within the knowledge of the candidate, or if there is any wilful omission, the candidate, if appointed, will be liable to dismissal.

Applicants for employment may not in any case or circumstances canvass members of Governing Body or staff. Such acts will be held to disqualify an applicant. We reserve the right to confirm the basis of any factual information provided.

## I hereby declare that to the best of my knowledge this information is correct and I agree that the College can approach any previous employers for references.

Signature of Applicant

\_ \_ (Date)