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| **JOB APPLICATION FORM – PART 2** |
| Please note that this form should be completed and submitted together with Part 1 of the job application form. This section of your application (Part 2) is retained by the Human Resources department and not made available for shortlisting.  Your application and personal information will be processed in accordance with Data Protection legislation. You can read full details of our privacy notice for job applicants on our website page: <https://www.sgmc.ac.uk/jobs/workWithUs.asp>  Both Part 1 and Part 2 of the completed job application form should be emailed to [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk). |

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| **PERSONAL DETAILS** | |
| Forenames |  |
| Surname |  |
| Known as |  |
| Title |  |
| Home address |  |
| Home telephone number |  |
| Mobile Telephone number |  |
| Email Address\* |  |
| \*Please note that your contact email address will be used to communicate with you regarding the recruitment process. If you are successful, it will also be used to send you new starter documents. Please ensure that you provide us with an email address that you frequently use and for which only you have access. | |
| Date of Birth |  |
| Nationality |  |
| National Insurance Number |  |

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| **REFERENCES** | |  |  |
| Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates may be taken up before interview, unless you request otherwise. | | | |
| 1st Referee – this should be your current or most recent employer | | 2nd Referee | |
| Name |  | Name |  |
| Position |  | Position |  |
| Name of organisation |  | Name of organisation |  |
| Address |  | Address |  |
| Contact Telephone |  | Contact Telephone |  |
| Contact Email address |  | Contact Email address |  |
| How long have you known this referee? |  | How long have you known this referee? |  |
| Is this referee related to you in any way? If so, please specify how |  | Is this referee related to you in any way? If so, please specify how |  |
| Can we contact this referee prior to interview? |  | Can we contact this referee prior to interview? |  |

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| **OTHER DETAILS** | | |
| Are there any restrictions on your right to work in the UK? |  | |
| If yes, please state restrictions and the expiry date of any permissions. |  | |
| Is your present post your sole regular employment?  If not, please give further details. |  | |
| Please confirm where you saw this job advertised? |  | |
| Are you undertaking any course of study at present? (If so, please give details) |  | |
| Do you require any special arrangements to be made for your interview/assessments on account of a disability? |  | |
| Are you related to, or have any kind of personal relationship with any of the College’s current staff, or Governors?  If yes, please confirm the name of the person and the nature of the relationship. |  | |
| Are you related to, or have any kind of personal relationship with any of the College’s current students?  If yes, please confirm the name of the person and the nature of the relationship. |  | |
| Criminal Convictions and Barred List | | |
| Due to the work and/or environment for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are being asked to disclose whether you have any criminal convictions, cautions or reprimands.  Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and the organisation will act in a proportionate manner when deciding whether or not to proceed with appointment to the post in question.  If you are appointed, you will be required to consent to and undertake checks with the Disclosure and Barring Service. Any information we receive from yourself and the Disclosure Barring Service will be completely confidential and only passed to those who are authorised to receive it in the course of their duties. | | |
| Do you have any criminal convictions or cautions? | |  |
| **If the answer is yes**, please provide details separately in a sealed envelope marked ‘private & confidential’ and addressed to the Head of HR. | | |

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| **DECLARATION** | | | |
| **I declare that the information given in this application form is correct.** | | | |
| Your name: |  | | |
| Signature: |  | Date: | Click or tap to enter a date. |

**Note:** The information you have provided will be processed in accordance with data protection legislation. You can read further details on how and why we process your data within our privacy notice for job applicants. This is available on our website [www.sgmc.ac.uk](http://www.sgmc.ac.uk).

Any false, incomplete or misleading statements on this application form may lead to the withdrawal of a job offer, or dismissal if you have already started employment.

Please also ensure that you send **BOTH** Part 1 and Part 2 of the application form together to [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk).

*Sir George Monoux College has a strong commitment to safeguarding students and safe recruitment. All posts are subject to enhanced DBS clearance.*

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| **EQUAL OPPORTUNITIES MONITORING FORM** |
| The College will provide equal opportunity to all job applicants and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.  In order to monitor how successful we are, we collate background data with our job applications. We would therefore be grateful if you would complete the questions on this form.  All information will be treated in confidence and will not be seen by staff directly involved in the appointment. It will only be used to provide statistics for monitoring purposes. There is no obligation on you to provide information and you can leave this form blank if you choose. Thank you for your assistance. |

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| **Which of the following best reflects how you would describe your gender identity?** | | |
| Male | Female | In another way, please specify below: |
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| **How would you describe your ethnic origin?** | | | | | | | | | | |
| 1. White | | 1. Mixed/Multiple ethnic groups | | 1. Asian, Asian British | | | 1. Black, African, Caribbean, Black British | | 1. Other ethnic group | |
| British |  | White and Black Caribbean |  | Indian | |  | Caribbean |  | Arab |  |
| Irish |  | White and Black African |  | Pakistani | |  | African |  | Other ethnic group\* |  |
| Gypsy or Irish Traveller |  | White and Asian |  | Bangladeshi | |  | Other Black background\* |  |  |  |
| Other White background\* |  | Other Mixed background\* |  | Chinese | |  |  |  |  |  |
|  |  |  |  | Other Asian background\* | |  |  |  |  |  |
| \*if you have indicated an ‘other’ background or ethnic group, please specify here: | | | | | Click or tap here to enter text. | | | | | |

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| **Religion or belief:** | | | |  |  | **Marital Status:** | |
| No religion or belief |  | Jewish | |  |  | Married or in a Civil Partnership |  |
| Buddhist |  | Muslim | |  |  | Single |  |
| Christian |  | Sikh | |  |  | Other |  |
| Hindu |  | Other, please specify: |  | |  |  |  |

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| **Sexual Orientation** | | | | | |  | | **Do you have any disabilities?** | | | | | |
| Bisexual | | | |  | |  | | Yes\* | | | | |  |
| Gay/Lesbian | | | |  | |  | | No | | | | |  |
| Heterosexual | | | |  | |  | | \*This information is used only for monitoring purposes. If you believe you are disabled and may need any reasonable adjustments to be made in the recruitment and selection process, or as part of your employment, please discuss this with the HR team. | | | | | |
| Other term | | | |  | |  | |
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| **Age range:** | | | | | | | | | | | | | |
| 16- 25 |  | 25-35 |  | | 36-45 | |  | | 46-55 |  | Over 55 |  | |