



Application for Employment

Confidential Information

Applications will only be considered from candidates who complete ALL sections of the application form. The information from this Application Form will be stored on a computer system and used in accordance with the Data Protection Act 1984.

Return to: Human Resources, Joseph Priestley College, Morley Campus, Peel Street, Morley, Leeds, LS27 8QE.
Tel: 0113 307 6033 Email: jobs@joseph-priestley.ac.uk

Application for Employment

Please use dark ink or typescript as this form may be photocopied.

I. Vacancy Details

Post applied for	
Vacancy Reference No.	
Where did you hear about this vacancy?	

2. Personal Details

Surname	First Name
Address	Tel No Day / Eve
	Email address
	DFEE Ref No <i>(academic posts only)</i>
	National Insurance Number
Postcode	

Should you be selected for interview, are there any dates when it would be impossible to attend?	
If you are successful in being appointed when would you be able to start?	
Do you hold a full clean driving licence? <i>(please specify)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you able to provide documentation to prove that you are entitled to live and work in the United Kingdom? e.g. Passport, Work Permit etc	YES <input type="checkbox"/> NO <input type="checkbox"/>

PREVIOUS EMPLOYMENT

Name and Address of Employer	Post Held - Brief Description & Duties	Employment From	To	Salary

Other Relevant Work Experience or Professional Roles held

Name of Organisation	Duties and Responsibilities	From	To	Paid/ Unpaid

5. Letter of Application

Include any other information you may think may be relevant to the post for which you are applying. This may include experience gained outside paid employment. You should show that you can meet the criteria set out in the Person Specification as detailed in the job description. Please continue on an additional sheet if necessary.

6. Sickness Absence

Please indicate the occasions you have been absent from work in the past 2 years. For each case state how many days you were absent.

Date (if known)	No. of Days	Reason for absence

Equal Opportunities Monitoring Form

We at Joseph Priestley College strive to ensure that all applicants for posts within the College receive equal treatment irrespective of their gender, marital status, race or disability.

Whilst completing this form is voluntary we ask for your help.

As a Disability Symbol user we are committed to interview all applicants with a disability who meet the minimum criteria for the vacancy applied for and to consider them on their abilities.

Information provided on this form is confidential and is not used as part of the selection process.

Name	
Date of Birth	
Post applied for	
Vacancy Reference Number	

Gender <i>(please tick)</i>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Ethnic Origin <i>(please tick)</i>									
Asian or Asian British		Black or Black British		Chinese		Mixed Race		White	
11. Bangladeshi	<input type="checkbox"/>	15. African	<input type="checkbox"/>	18. Chinese	<input type="checkbox"/>	19. White + Asian	<input type="checkbox"/>	23. British	<input type="checkbox"/>
12. Indian	<input type="checkbox"/>	16. Caribbean	<input type="checkbox"/>			20. White + Black African	<input type="checkbox"/>	24. Irish	<input type="checkbox"/>
13. Pakistani	<input type="checkbox"/>	17. Other – please specify	<input type="checkbox"/>			21. White + Black Caribbean	<input type="checkbox"/>	25. Other – please specify	<input type="checkbox"/>
14. Other – please specify	<input type="checkbox"/>					22. Other – please specify	<input type="checkbox"/>		
								Office Use Only	
								99. Not Known or Not Given	<input type="checkbox"/>

Gender, Religious Belief and Sexual Orientation							
Do you identify as transgender? (This is defined as an individual who lives, or wants, to live, full time in the gender opposite to that they were assigned at birth).		Your religion or belief - with which group below do you most identify?				Sexual Orientation	
Yes - Female	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Jain	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Yes - Male	<input type="checkbox"/>	Baha'i	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Gay Woman	<input type="checkbox"/>
No	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Catholic	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
		Hindu	<input type="checkbox"/>	Any Other Religion	<input type="checkbox"/>		

Do you have a disability?

Yes No

If yes, please indicate any assistance we may provide should you be called to interview.