**APPLICATION FOR PERMANENT EMPLOYMENT**

**IMPORTANT NOTICE ABOUT YOUR PERSONAL INFORMATION**

By submitting an application form for this role and signing/inserting/typing your name in section 11 of this document you are giving FE Associates permission to share this document, and the information contained within, with the client on whose behalf we are recruiting. You are also giving permission for FE Associates and/or the client to contact you.

**PLEASE NOTE THIS FORM IS NOT COMPATIBLE WITH IOS/MAC (PAGES)**

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| **Please note:**   * **Complete this form electronically.** * **Please do not alter the formatting of this document.** * **Complete every section on the form.** * **DO NOT ATTACH OR INCLUDE YOUR CV as part of, or substitute for, the application form. All relevant information must be contained within the form.** * **Where space is limited or to explain gaps in employment, please use *Section 6: Additional Information* to provide more details.** * **Ensure you insert your name/e-signature and date in Section 11.**   **When completed, email to:** [**recruitment@fea.co.uk**](mailto:recruitment@fea.co.uk) **before the expiry of the closing date/time.** |

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| **APPLICATION FOR POST OF:** Director of Management Information Services (MIS) & Funding  **NAME OF ORGANISATION:** The City of Liverpool College |

**1** **PERSONAL DETAILS**

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| Surname: Click here to enter text.  First Name: Click here to enter text.  Title: Choose an item.  Home Address: Click here to enter text.  Post Code: Click here to enter text. | Home Tel No: Click here to enter text.  Mobile Tel No: Click here to enter text.  Email Address: Click here to enter text.  National Ins No: Click here to enter text. |

**2 EDUCATIONAL/PROFESSIONAL/VOCATIONAL QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates MM/YYYY** | | **FT/PT** | **Secondary School/College/University/**  **Organising body** | **Qualifications Obtained** | **Date**  **MM/YYYY** |
| **From** | **To** |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**3 PRESENT EMPLOYMENT (If part-time please state the number of hours worked each week)**

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| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Title of Post/Occupation** | **Employer** | **Salary/**  **Grade** | **Full Time/**  **Part-Time** |
| MM/YYYY | MM/YYYY | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item.  Hours if PT  Click here to enter text. |
| **Main Responsibilities/Duties** | | | | | |
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**4** **NOTICE REQUIRED BY PRESENT EMPLOYER:** Click here to enter text.

**5 PREVIOUS EMPLOYMENT (ENTER YOUR MOST RECENT FIRST)**

**A full employment history must be provided which commences from the period of when full-time education was completed. Please include details of any gaps in your employment history in section 6.**

**PLEASE DO NOT ATTACH OR INCLUDE YOUR CV as part of this section.**

**If part-time, please state the number of hours worked each week).**

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| --- | --- | --- | --- | --- |
| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
|  | | | | |
| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
|  | | | | |
| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
|  | | | | |
| **Dates: MM/YYYY** | | **Employer and**  **job title** | **Salary/Grade**  **Full Time/**  **Part Time** | **Reason for**  **Leaving** |
| **From** | **To** |
| MM/YYYY | MM/YYYY | Job title: Click here to enter text.  Employer: Click here to enter text. | Salary: Click here to enter text.  Contract: Choose an item. | Choose an item. |
| **Main responsibilities and achievements** | | | | |
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**6** **ADDITIONAL INFORMATION**

Please include details of any gaps in your employment history, any voluntary experience, training which has not led to formal qualifications, personal interests or hobbies, clarification on reasons for leaving (if necessary) and any other information that you consider relevant for your application.

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**7 REHABILITATION OF OFFENDERS ACT**

You are required to disclose details of any spent or other convictions since the age of 17. Also, whether you are included in any list of people barred from working with children or have been disciplined following allegations made against you. All details will be confidential and considered only in relation to your application for this post.

Please use the space provided below.

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| Click here to enter text. |

Details of your DBS registration number and date should be given below if available.

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| Click here to enter text. |

**8 RESTRICTIONS ON EMPLOYMENT IN THE UK**

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| Are you subject to any restrictions on being resident in the UK or working here? Choose an item. |
| Have you lived outside the UK for more than three months in the past five years? Choose an item. |

If you answered YES to any of the above questions, please provide details below.

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| Click here to enter text. |

**9 STATEMENT IN SUPPORT OF APPLICATION - PLEASE DO NOT ATTACH OR INCLUDE YOUR CV as part of this section. Please do not extend beyond the equivalent of two sides of A4.**

**In this section, explain how you believe your skills and experiences match the essential and/or desirable criteria set out in the Person Specification in the Candidate Recruitment Pack for this role**.

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**10 REFEREES**

Referees should be professional rather than personal and one must be your current or most recent employer.

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| --- | --- |
| 1. Name: Click here to enter text.   Tel No: Click here to enter text.  Email address: Click here to enter text.  Current occupation: Click here to enter text.  Address: Click here to enter text.  Working relationship: Choose an item.  Other working relationship: Click here to enter text.  **To be contacted at this stage?** Choose an item. | 1. Name: Click here to enter text.   Tel No: Click here to enter text.  Email address: Click here to enter text.  Current occupation: Click here to enter text.  Address: Click here to enter text.  Working relationship: Choose an item.  Other working relationship: Click here to enter text.  **To be contacted at this stage?** Choose an item. |

**11** **STATEMENTS**

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| I declare that the information provided on this form is correct. I understand that any false information or failure to disclose criminal activities will result in dismissal or disciplinary action. I also understand that canvassing any member of the selection panel will disqualify me from the appointment.  This application will be processed within the terms specified by the General Data Protection Regulation 2018.  You hereby explicitly consent to FE Associates collecting, holding and otherwise processing personal data (including ‘sensitive’ personal data) relating to you for the purposes necessary within our recruitment and selection process.  If successful, I will apply for an Enhanced check to the Disclosure of Barring Service (DBS).  **Signed**: Click here to enter text. **Date**: Click here to enter text. |

**Email your completed Application Form together with the Equal Opportunities Form to** [**recruitment@fea.co.uk**](mailto:recruitment@fea.co.uk)