

EMPLOYMENT APPLICATION FORM STRICTLY CONFIDENTIAL

Application Guidance Notes:

- This form is available, on request, in alternative formats; please contact the HR Department at 01628 827509/507 or email hr@bca.ac.uk.
- This form can be completed electronically or by hand. If you are completing it by hand please write clearly in black ink as it will need to be scanned in.
- The information provided will be reviewed by BCA staff directly involved in the recruitment process; should your application be successful the application form will be placed on your personal file and held securely in the HR Department.
- BCA is committed to equal opportunities for all whilst safeguarding and promoting the welfare of students; all posts are subject to an Enhanced DBS check.
- Further information about this form and the information requested is included in the “Guidance Notes for Applicants”, which can be found on our website.
- BCA will interview all disabled applicants who meet the published essential criteria for this vacancy.
- Information contained in this form is personal data and is, therefore, subject to the GDPR regulations 2018. BCA will only use the information you provide on this application form to process your application. For more information about how we use the information you provide, please see our [privacy policy](#).

I have read and understood the privacy policy.

The information you provide on this application form will be electronically held and processed by BCA. You can either send this form to us directly or apply via FE Jobs. FE Jobs act as a data processor by providing an online recruitment solution which educational organisations can use for their recruitment campaigns. FE Jobs will not use your information in any way which they are not instructed to do by BCA (the data controller). FE Jobs will not share your information with any third parties.

By entering your personal information on this application you are permitting BCA to access and use this information for the purpose of recruitment. BCA will store the information you provide for a retention period of 6 months. If you are not successful in being appointed to the role you are applying for your personal information will be deleted once the end of the 6 month data retention period is reached. Should you wish to remove your details prior to the end of the 6 month data retention period or for any other queries about how your information is handled, please contact hr@bca.ac.uk.

I understand this statement and I am happy to proceed with my application.

Application for the post of	
Job vacancy reference number	
How did you hear about this vacancy?	<input type="checkbox"/> BCA Website <input type="checkbox"/> FEJobs.com <input type="checkbox"/> Other website (please state) <input type="checkbox"/> Newspaper Advert <input type="checkbox"/> Member of staff (please state) <input type="checkbox"/> Other source (please state)

Personal Information			
Title		Surname	
Forename(s)		Known as	
Telephone (home)		Telephone (mobile)	
Email address			
Address			
Postcode			

Education – including Secondary, Further and Higher Education

Starting with the most recent, please list in chronological order; please note that you may be required to produce certificates if appointed. Please continue on a separate sheet if required:

Name & Address of Place of Study	From (MM/YYYY)	To (MM/YYY)	Qualifications obtained (please give details; grades, classes & divisions where appropriate)

Training & Development

Please list any relevant training courses that you have attended or details of development that you are currently undertaking. Please continue on a separate sheet if required:

Date	Duration	Training Provider	Course Title	Completed?

Professional Membership

Please list any current membership of professional bodies here:

Registration Body	Registration Number	Membership Status	Expiry Date

Teacher “IfL” Registration (if applicable)

Date of Registration		Teacher Number	
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Employment History

Current or most recent employment:

Employer’s name & address	Job Title	Summary of main duties & responsibilities	
Date started in role	Date left (if no longer employed)	Current Notice Period (if applicable)	Reason for leaving

Previous employment: Please provide details of all your previous employment, putting the most recent first and accounting for any gaps of employment. It is essential you account for all periods of your employment history. Please include any voluntary, home-based or part-time work. Please continue on a separate sheet if required.

Employer’s name and address	Dates employed from and to (MM/YYYY)	Position(s) held	Summary of duties	Reason(s) for leaving

If you have any gaps in your employment history please provide dates and details below:

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Statement by Candidate

Please refer to the job description, person specification and BCA's "Core Values and Common Responsibilities", and then complete the following section, giving your reasons for applying, and outlining the skills and experience which, in your view, relate directly to the requirements of the job and make you a particularly suitable candidate.

All your past experience, such as caring for children or voluntary work, can be relevant so, if it is appropriate, do include details on your application form. You may wish to submit an additional sheet if required.

Interest, Skills, Qualifications, Specialist / Relevant Training

Please detail any other relevant job skills, qualifications, training or relevant interests you have.

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Access Requirements For Interview

Please tick here if you will require any access requirements for interview (i.e. hearing loop, accessible interview room etc.); if you are invited for Interview we will contact you to discuss your requirements in confidence.

References

Please give the details of two persons, one of whom should be your present (or last, if currently unemployed) employer, who are able to provide references in relation to your work experience, character and suitability for the post.

Referee One: This should be your current or most recent employer

Name	
Job Title	
Organisation	
Address	
Postcode	
Telephone	
Email	
Relationship to you	
May we approach this referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referee Two: This should be a previous employer

Name	
Job Title	
Organisation	
Address	
Postcode	
Telephone	
Email	
Relationship to you	
May we approach this referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Supplementary Questions

Part-time Positions Only: If you are applying for a part-time position please indicate when you are available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	<input type="checkbox"/>						
PM	<input type="checkbox"/>						

Please give details of any previous surnames by which you have been known	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to, or are you a personal friend of, anyone presently employed at BCA, or to any member of our Board of Governors?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please state to who and how you are related/know them?

To comply with the Asylum and Immigration Act 1996, you will be required to provide proof of your right to work in the UK if appointed.

Are you legally entitled to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes, do you have a work permit in place and if so, when does it expire?	Yes <input type="checkbox"/> No <input type="checkbox"/> Expiration date:
Please give your Immigration status if you are not a European Economic Area National? (The EEA is made up of the 27 EU member states together with Iceland, Liechtenstein and Norway. While Switzerland is not part of the EEA, Swiss nationals have the same rights as EEA nationals).	

Driving license: Do you hold a current driving license?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, do you currently have any penalty points on your license:
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Do you have any obligations, or know of any reason why, if appointed, you would be unable to regularly attend work or require additional leave?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:
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This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, you must disclose any criminal convictions found against you. An enhanced DBS disclosure will be undertaken on the successful applicant.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected', and are not subject to disclosure for employers and cannot be taken into account. Guidance and criteria on the filtering of these convictions and cautions can be found on the DBS website.

Although a conviction may not necessarily prevent you from being employed by Berkshire College of Agriculture, failure to disclose a conviction could result in dismissal. Please list all such convictions or offences below.

Do you have any spent or unspent convictions issued by a court in the UK or any other country?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please complete the fields below.
Conviction date:	
Nature of the conviction:	
Sentence or Order received:	

By submitting this form:

1. I declare that the information provided is true in all respects and I understand that false information may render me liable for dismissal if appointed.
2. I agree that any offer of employment with BCA is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance. I also understand that questions left unanswered may be discussed at interview(s) arising from my application.
3. I have not been disqualified from working with children, am not named on the DBS Barred List (List 99), or the Protection of Children Act List, or subject to any sanction by a regulatory body e.g. General Teaching Council that debars me from having unsupervised and sole access to children and young adults.
4. I understand that if I have lived outside of the UK for a period of six months or longer within the last five years, I must provide the College with a Police Certificate of Good Conduct from the country/ies prior to commencing employment.
5. I understand my qualifications will be checked once an offer has been made and I shall be required to show the original certificates on appointment.

In accordance with GDPR Regulations 2018, the information provided on this form will be used to assess your suitability for the post. If you are not appointed the form will be kept for a period of six months. If employed, I understand and give my permission for this information to be used as the basis of my employee personal file.

Signed		Date	
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**Thank you for completing this application form.
Please return this form to the HR Department by email or post.**

HR Email Address	HR Postal Address
hr@bca.ac.uk	Human Resources Berkshire College of Agriculture Hall Place Burchetts Green Maidenhead Berkshire SL6 6QR