# Vacancy Application

Thank you for your interest in our vacancy at Homefield College.

Please complete this Vacancy Application form and return along with the Personal Information form and the Equal Opportunities Monitoring form.

|  |  |
| --- | --- |
| **Candidate initials:** |  |
| **Position applying for:** |  |

## Section One: Education

### Secondary Education

Please provide details of all your **secondary** education, including any examinations taken with the results you achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| **School / College** | **Course / Exam** | **Qualification** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Further Education

Please provide details of any **university courses** or **other further education** undertaken (including youth training, technical courses, vocational studies and correspondence courses)

|  |  |  |  |
| --- | --- | --- | --- |
| **University / FE College** | **Course / Exam** | **Qualification** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Section Two: Employment

### Current / Last Employer

Please provide details of your most recent employment, providing key achievement details that will help assessment of your suitability for the position which you are applying for.

|  |  |
| --- | --- |
| **Employer Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position(s) held:** |  | **Salary:** |  |

|  |  |
| --- | --- |
| **Outline of duties / key achievements:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date:** |  | **Leaving date:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Notice period:** |  |

Does your **current contract of employment** contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left?

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

If YES, please supply a copy of your contract of employment.

### Previous Employment

This is your employment history prior to current / last employer dating back to when you finished in education.

Please provide details working backwards to when you left your education provision, providing key achievement details that will help assessment of your suitability for the position which you are applying for.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name & Address of Employer** | **Job Title & Salary** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Reasons for gaps in your employment history:** |  |

## Section Three: Qualities

Please provide information about your skills and personal qualities that will assist you in the position that you are applying for.

|  |
| --- |
|  |

## Section Four: Public or Voluntary Commitments

Please provide details of any membership of any public or voluntary body and indicate the approximate time commitment involved for each commitment.

|  |
| --- |
|  |

## Section Five: Interests, Hobbies & Sports

Please provide details of your interests and hobbies, including details of membership of bodies, committees and voluntary work.

|  |
| --- |
|  |

## Section Six: Transport

Do you hold a full driving license? [ ]  **Yes** [ ]  **No**

Do you have the use of a car during working hours? [ ]  **Yes** [ ]  **No**

Do you have any endorsements on your license? [ ]  **Yes** [ ]  **No**

## Privacy Statement

Your privacy is important to us. The information you tell us in all your application documentation is private and stored on our internal database. You can ask for a copy of the information we have about you at any time.

You can look at [www.homefieldcollege.ac.uk/about-us/key-documents](http://www.homefieldcollege.ac.uk/about-us/key-documents) to read the full statements. These policies tell you what we do with your information, how we store it, and how to ask for copies of your data.

*We are an equal opportunities employer and will not tolerate discrimination in any form.*