



Employment Application Form

PLEASE COMPLETE USING CAPITALS AND BLACK INK OR TYPE
Applicants must provide Job title and job reference if applicable

| | |
|------------|----------------|
| Job Title: | Job Reference: |
|------------|----------------|

Section One: Applicant Details

| | | |
|----------------|--------------|---|
| Title: | Surname: | First Name(s): |
| Date of Birth: | Nationality: | If you are from outside the European Economic Area, do you require a work permit for this post? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Address: | | |
| | | Daytime Telephone: |
| | | Evening Telephone: |
| | | Mobile: |
| Postcode: | Email: | |

Section Two: Referees

| | |
|--|------------|
| Name: | Address: |
| Position: | Telephone: |
| May we approach this referee before interview? YES <input type="checkbox"/> NO <input type="checkbox"/> | Fax: |
| | Email: |
| Name: | Address: |
| Position: | Telephone: |
| May we approach this referee before interview? YES <input type="checkbox"/> NO <input type="checkbox"/> | Fax: |
| | Email: |
| Name: | Address: |
| Position: | Telephone: |
| May we approach this referee before interview? YES <input type="checkbox"/> NO <input type="checkbox"/> | Fax: |
| | Email: |

Section Three: Fair Recruitment/ Data Protection

To Ensure a fair recruitment process we need to know if you are related to any employee or other member of the College of Technology London.

YES *please specify* NO

Data Protection Act 1998: Your signature on this document gives the College the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Offices of the Information Commissioner. Any processing of the data by the College will be in accordance with the College's Data Protection Policy and the processing principles set out in the Act. Application forms of unsuccessful candidates will be destroyed after 6 months.

Section Four: Disability

The College wishes to encourage suitably qualified disabled people to apply for posts. The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment, which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'.

Based on this definition, do you consider yourself to have a disability? YES NO

If YES, please state the nature of your disability:

If you have a disability, please indicate whether you would need any particular arrangements to be made, or support provided, if you were invited for interview/ offered the post.

Section Five: Criminal Records

Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974? Do you have any prosecutions pending against you?

YES NO

If 'YES' please provide details separately in a sealed envelope

Section Six: Declaration

I confirm that the details in this form and any other information relating to my formal application for employment are correct.

Signature of Applicant

Date

Please return this application to:

The Personnel Officer
College of Technology London
Bow House
153 – 159 Bow Road,
London E3 2SE
United Kingdom

Fax: +44 (0)20 8983 4911
Email: jobs@ctlondon.ac.uk