



MORDEN COLLEGE

Interesting People Living Life to the Full



Job Application Form

The information provided in this application form will be used as part of the application assessment process.

This form will ONLY work properly if downloaded first and then opened using Adobe Acrobat/Reader.

Once completed, you MUST SAVE THE DOCUMENT before submitting.

19 St Germans Place, Blackheath, London SE3 OPW
Telephone: 020 8463 8364/8363 | Email – recruitment@mordencollege.org.uk



Particulars of position applied for

As this form may be photocopied, if completing by hand please use a black pen.

Job Applied for:

Vacancy Reference:

Applicant Number: (office use only)

How did you hear about the post?

(please specify whether word of mouth, advertisement (name of paper/website), agency, other:)

Personal details

Surname:

First Name:

Home Address:

Postcode:

Telephone Home:

Work:

Mobile:

Only supply a telephone number if you are happy for us to use it, which will be done with discretion

Email Address:

General Information

Are you legally eligible to work in the UK? Yes No

If you are not a UK or European Union national, please state your visa/residence permit number or other document which will prove your entitlement to work in the UK

Have you ever been dismissed or asked to leave a job? Yes No

If yes, please give details

Have you ever been barred by the Disclosure and Barring Service from working with vulnerable adults? Yes No

If yes, please give details

Have you ever previously worked for Morden College?

Yes From: To: No

Are you a relative or friend of any member of staff or resident of Morden College?

Yes No If yes, please give details:

Do you require any assistance to enable you to attend the interview?

Yes No If yes, please give details:

Do you require any reasonable adjustments to participate in the assessment process?

Yes No If yes, please give details:

Are you capable of doing the intrinsic functions that are required for this post?

Yes No If no, please give details:



Employment History

Please provide details of your employment history, most recent first. Please ensure you explain any gaps in your employment history and include details of any voluntary or educational experience relevant to the post applied for.

Present/Most Recent Employer

Company Name & Address

Telephone No:

Postcode:

Job Title:

Dates From:

Dates To:

Hours worked per week:

Current or Final Salary: £

Benefits:

Reason for leaving:

Notice Period:

Please summarise your main duties and responsibilities in your current/last role .

Employment History

Previous Employer 1

Company Name & Address	Postcode: <input type="text"/>
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Dates From:	Dates To:	Final Salary: £
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Job Title and main duties/responsibilities:

Reason for leaving:

Previous Employer 2

Company Name & Address	Postcode: <input type="text"/>
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Dates From:	Dates To:	Final Salary: £
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Job Title and main duties/responsibilities:

Reason for leaving:



Employment History

Previous Employer 3

Company Name & Address	Postcode: <input type="text"/>
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Dates From:	Dates To:	Final Salary: £
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Job Title and main duties/responsibilities:

Reason for leaving:

Previous Employer 4

Company Name & Address	Postcode: <input type="text"/>
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Dates From:	Dates To:	Final Salary: £
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Job Title and main duties/responsibilities:

Reason for leaving:

Education / Qualifications

Qualification	Dates Attended	Institution / Awarding Body
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Membership of Professional Organisations / Institutions

Professional Body	Registration no/pin no:	Level Attained	Date of Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Training

Name of Course	Qualification(s)	Date	Training Provider and Location
<i>For example: First Aid Course</i>	<i>Pass</i>	<i>April 2018</i>	<i>St John's Ambulance, Maidstone</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Supporting Statement

Please use the space below to highlight details and experience which directly relate to the Person Specification for the role to which you are applying.



Supporting Statement (cont)

Please use the space below to continue details and experience which directly relate to the Person Specification for the role to which you are applying.

References

You must provide at least two references, one of whom should be your current/latest employer. If you have not been employed before or you can only provide one business referee, please provide details of a contact at either your School or College and/or details of a private referee. If you have any queries, or are unable to provide two work-related references, please contact the HR Department on 020 8463 8364 / 8363.

We will not contact your present employer without your permission.

Reference 1 - Professional current / most recent employer

Name of Referee:	Preferred Title:	If other, please specify:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company:	Referee's Position Held:	
<input type="text"/>	<input type="text"/>	
Address		Postcode:
<input type="text"/>		<input type="text"/>
Email Address:	Telephone No:	
<input type="text"/>	<input type="text"/>	
Relationship to you:	Position Held by you:	
<input type="text"/>	<input type="text"/>	

Reference 2 - Professional current / most recent employer

Name of Referee:	Preferred Title:	If other, please specify:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company:	Referee's Position Held:	
<input type="text"/>	<input type="text"/>	
Address		Postcode:
<input type="text"/>		<input type="text"/>
Email Address:	Telephone No:	
<input type="text"/>	<input type="text"/>	
Relationship to you:	Position Held by you:	
<input type="text"/>	<input type="text"/>	

May the referees given above be asked for a reference if you are offered an interview?

Referee 1	Yes	No	Referee 2	Yes	No
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Declaration

I confirm that the above information given here is complete and correct and that any untrue or misleading information, falsification of certificates or serious omission will give Morden College the right to reject my application, to withdraw any employment contract offered or, if employed, to dismiss without notice.

I understand that permanent appointments will be subject to health clearance from Morden College's occupational health advisors.

I understand that all appointments will be subject to references which are satisfactory to Morden College.

I understand that the post, for which I am applying, is exempt from the Rehabilitation of Offenders Act 1974.

I understand that the information I have provided in this form and the Application Form will be processed in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act and by signing this form I consent to my data being processed. If I am subsequently employed by Morden College, I understand this data will form the basis of my employment record; otherwise it will be retained for a period of six months, after the vacancy is filled, unless a dispute arises when it will be retained for longer.

Signature (your typed name is acceptable)

Dated

Once you have signed and dated the document, you MUST SAVE IT before submitting

Please upload your completed application form on the **Work for Us** page on our website using the '**Apply for this Job**' button specific to the role for which you are applying.

If you do not have internet access, you can return it to:

Human Resources Department, Morden College, 19 St Germans Place, Blackheath, London, SE3 0PW.

Email: recruitment@mordencollege.org.uk