

# application form



anguscollege

Application for the post of

Application to be submitted by

Please return completed application form to: The Human Resources Team . Angus College . Keptie Road . Arbroath . Angus . DD11 3EA

Angus College is an equal opportunities organisation and will treat all individuals and groups in an inclusive, positive and non-discriminatory way. The College welcomes the positive ethos and culture created by the involvement of different social, ethnic, racial, cultural and other groups within College life, and actively promotes the value of diversity amongst student and staff groups.



**Please complete this form in black ink and block capitals, or type.  
You can also complete your application on-line at [www.angus.ac.uk](http://www.angus.ac.uk)**

## PERSONAL DETAILS

Surname:

Title: Mr/Mrs/Miss/Ms

Forename(s):

Address:

Town:

Postcode:

Telephone (inc. area code) **Home**:

Telephone **Work**:

Telephone **Mobile**:

Email address:

Nationality

National Insurance No.

Please tell us where you saw this post advertised

## EDUCATION & QUALIFICATIONS

Date From	Date To	Secondary School Attended	Qualifications Obtained

Date From	Date To	College/University Attended	Qualifications Obtained

### For office use only

Date Received

Application Outcome

Call for Interview

Keep on File

Decline

Notes:

■ Are you a member of any Professional or Technical Institutes?

Yes\*  No

\*If 'Yes', please specify:

Institute

Grade of Membership

■ **EMPLOYMENT HISTORY**

CURRENT/MOST RECENT EMPLOYER

Date From	Date To	Employer	Post Title & Description of Duties

■ Current Annual Salary £  Other Benefits £

PREVIOUS EMPLOYMENT

Date From	Date To	Employer	Post Title

■ Do you hold a current full Driving Licence? Yes  No

■ **HEALTH**

■ Do you have any condition which may affect your ability to undertake the requirements of the post applied for? Yes\*  No

\*If 'Yes', please give details, including any special requirements you may have in undertaking the duties of the post or attending for interview.

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■ **CRIMINAL CONVICTIONS**

■ Has your name ever been included within the Disqualified From Working With Children or Disqualified From Working With Vulnerable Adults List? Yes\*  No

■ Have you ever been convicted of a criminal offence? Yes\*  No

\*If 'Yes', please give details

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**Please Note:** For all posts, an Enhanced Criminal Convictions Disclosure will be required and you must disclose any previous convictions. All college posts are exempt from the term of the Rehabilitation of Offenders Act.

■ **REFERENCES**

Please name two people to whom reference requests may be made, one of whom should normally be your current/most recent employer.

Name	<input type="text"/>
Status	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email	<input type="text"/>

Name	<input type="text"/>
Status	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email	<input type="text"/>

**References will be taken up at the same time as invitations to interview are sent.**  
**Please identify if you do not wish references to be checked prior to interview by ticking this box**

■ **ADDITIONAL INFORMATION**

Please provide a statement in support of your application and continue overleaf if required. You may also supply a letter of application or cv providing additional relevant information.

■ Signature

Date

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**ADDITIONAL INFORMATION**

[Empty rounded rectangular box for additional information]



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ANGUS COLLEGE . KEPTIE ROAD . ARBROATH . DD11 3EA . t: 01241 432735 . f: 01241 436885  
Learning Centres also located in: Brechin . Forfar . Kirriemuir . Montrose

You can apply online at: [www.angus.ac.uk](http://www.angus.ac.uk)

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