**Royal Cornwall Polytechnic Society (The Poly)**

**JOB APPLICATION FORM**

Please complete this form in type or using black ink and return it on or before the closing date specified in the advertisement. Late applications will not be considered.

Please ensure you complete all sections of the form. You can add additional sheets if necessary but please do not submit extra documents or a CV, as this makes the fair judgement of your application much harder.

All information given will be treated with the strictest confidence.

1. POSITION APPLIED FOR

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| Where did you see the position advertised? |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
|  | Telephone number (Work): |
| Address: | Email Address: |
| Postcode: |  |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK?  Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | Yes | No |
| Do you have a clean, current driving licence? | Yes | No |
| Have you a car/ access to a car for business use? | Yes | No |

When would you be available to start?

1. EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | School Name and Address | Examinations taken and Qualifications Gained | Grades |

1. FURTHER/ HIGHER EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of Institution  (state if Full – or- Part Time) | Subjects Taken and Qualifications Gained | Grades or Degree Class |

1. TRAINING

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| --- |
| Details of training courses attended, and awards achieved, including dates, if appropriate and relevant to the post applied for |

1. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

|  |  |  |
| --- | --- | --- |
| Date Joined | Institute/ Organisation | Grade Of Membership / Membership No / Final Exam |

1. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer and Nature of Business: | From:  To: | Job Title:  Duties & Responsibilities: | Final Salary and Reason for Leaving |
|  |  |  |  |

1. UNPAID WORK

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| --- |
| Details of any unpaid or voluntary work that you have undertaken, including dates |

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| --- |
| Leisure / Interests / Hobbies |

1. SUITABILITY FOR THIS POSITION

Describe, **using specific examples,** how your achievements meet the essential and desirable criteria in the person specification. Write a short paragraph on each in turn.

**Please include a paragraph explaining why you have applied for this particular post.**

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1. EQUALITY ACT 2010

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| Section 6 of this Act says that: A person (P) has a disability if:  (a) P has a physical or mental impairment, and  (b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.  Using this definition, would you consider yourself to have a disability? Yes No  *(please tick as appropriate)*  If yes, do you require any special arrangements to be made to assist you if called for interview? Please provide details: |

1. REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted prior to interview without your approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:  Telephone No.:  Email Address: | Address:  No.:  Email Address: |
| Nature of Relationship: | Nature of Relationship: |
| Period of notice required: | Period of notice required: |
| May we contact this person prior to interview?  Yes No | May we contact this person prior to interview?  Yes No |

1. VERIFICATION OF INFORMATION

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| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.  Signature: Date: |

**Please return with your equalities monitoring form in pdf format by 5pm on Sun 30th March 2025 to edward@thepoly.org**

