



## APPLICATION FOR POST APPOINTMENT

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POST APPLIED FOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ VACANCY REF No: \_\_\_\_\_

Are you applying for the post on a job share basis Yes  No   
If yes, please state preferred employment arrangements (days/hours) \_\_\_\_\_

**Please Note: We will try but cannot guarantee that we will be able to accommodate your preferred working times**

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### PERSONAL DETAILS

SURNAME: \_\_\_\_\_

FORENAME(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

DAYTIME TEL: \_\_\_\_\_ EVENING TEL: \_\_\_\_\_

MOBILE No: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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### QUALIFICATIONS AND TRAINING

Academic Qualifications (subjects and dates)

Professional Qualifications / Membership

Other Training

**EMPLOYMENT HISTORY**

**Present (or most recent) Employment**

**Post Title:** \_\_\_\_\_

**Employer's Name and Address:** \_\_\_\_\_

**Salary / Wage Scale:** \_\_\_\_\_

**Date of Start:** \_\_\_\_\_ **Date of Finish:** \_\_\_\_\_

**What notice period is required by your present employer:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

<b>Employers Name</b>	<b>Post Title</b>	<b>Date of Start</b>	<b>Date of Finish</b>
<b>Address</b>		<b>Reason for leaving</b>	

<b>Employers Name</b>	<b>Post Title</b>	<b>Date of Start</b>	<b>Date of Finish</b>
<b>Address</b>		<b>Reason for leaving</b>	

<b>Employers Name</b>	<b>Post Title</b>	<b>Date of Start</b>	<b>Date of Finish</b>
<b>Address</b>		<b>Reason for leaving</b>	

**Please indicate number of days absent from work due to illness in the last 12 months.**

**Number of days illness:** \_\_\_\_\_

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**ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE**

Please give your reasons for making this application. You need to read the job specification carefully, and then explain how your skills, abilities and experience fit you for this post. These may have been gained through paid employment, voluntary / community work, domestic responsibilities, spare time activities and training.

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**Referees**

Names and addresses of two persons to whom reference may be made (one should normally be your present employer).

**Please Note:** References will not normally be requested unless you are selected for interview. Can we contact both referees prior to interview Yes  No

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

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**CRIMINAL CONVICTIONS**

If you are successful in this application, you will be required to complete a Disclosure Scotland application under the Rehabilitation of Offenders Act 1974.

Where a Disclosure is required, Dundee College encourages all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover to Human Resources, 30 Constitution Road, Dundee, DD3 6TB and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

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**DECLARATION**

I declare that to the best of my knowledge the information given in this application is true and correct.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Visit our website at <http://www.dundeecollege.ac.uk>

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**Please return completed application forms to:**

**Human Resources  
Dundee College  
30 Constitution Road  
Dundee  
DD3 6TB**



## EQUAL OPPORTUNITIES IN EMPLOYMENT

The college is required by the Race Relations (Amendment) Act 1976 as amended to Race Relations Act 2000 to monitor and publish by reference to the racial groups they belong, the number of applicants for employment, to this end applicants are requested to complete the details below. This application will be treated as confidential and will be separated from the application form before consideration of candidate takes place.

(3 pages)

Application for the post of: \_\_\_\_\_ Vacancy Ref No.: \_\_\_\_\_

Title: \_\_\_\_\_

Surname: \_\_\_\_\_ Forenames (in full): \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please indicate by ticking the appropriate boxes how you would describe yourself:

1. Nationality: \_\_\_\_\_

2. Ethnic Group:

White

Scottish  Irish  English  Welsh

Any other White Background, please specify

\_\_\_\_\_

\_\_\_\_\_

Mixed – Any mixed background, please specify

\_\_\_\_\_

\_\_\_\_\_

Asian, Asian Scottish or Asian British

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian Background, please specify

\_\_\_\_\_

\_\_\_\_\_

Black, Black Scottish or Black British

Caribbean  African

Any other Black Background, please specify

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Any other Ethnic Background, please specify

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**3. Gender:**

Male  Female  Transgender Male  Transgender Female

Unspecified

Other  (please state) \_\_\_\_\_

**4. Marital Status:**

Single  Cohabiting  Married  Civil Partnered

Unspecified

Other  (please state) \_\_\_\_\_

**5. Religion or Belief:**

Christian  Buddhist  Hindu  Sikh  Jewish  Muslim  Agnostic

Atheist  Unspecified

Other  (please state) \_\_\_\_\_

**6. Sexual Orientation:**

Bisexual  Heterosexual  Homosexual

Unspecified

Other  (please state) \_\_\_\_\_

**7. Disability:**

Disabled Person Yes  No

Nature of Disablement: \_\_\_\_\_

Are you registered as disabled? Yes  No

Do you require any assistance in employment or in attending interview?

Please State: \_\_\_\_\_

## **EQUAL OPPORTUNITIES**

At Dundee College we are committed to equal opportunities in all aspects of employment and have adopted a policy which aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

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### **WHY HAVE AN EQUAL OPPORTUNITIES POLICY?**

Translated into action, an equal opportunities policy can eliminate the possibility of unfair or unlawful discrimination and remove some of the barriers to the employment and career development of women, ethnic minorities and disabled people. The College believes that its policy and practice are a means of making the best of human resources which is in the College's and the employee's best interests.

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### **MONITORING**

Experience shows us that it is necessary to check whether policies are being carried out. This is just as true of the equal opportunities policy as of all others. We need to know what is going on, what decisions are being made and how different groups are being treated.

To achieve this, monitoring is essential, the objective being to ensure that at every point where decisions are being made about individuals, there are no signs that unacceptable prejudices are influencing decisions.

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This information will be treated in the strictest confidence and will play no part in the selection process. This section will be separated from the rest of the form before your application is considered.

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Thank you for your help

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