**Personal Information Form**

**Thank you for your interest in our vacancy at Homefield College.**

Please complete the personal information form and return along with the Application Form and Equal Opportunities Monitoring Form.

**via email to**: hr@homefieldcollege.ac.uk

or

**via post to**:

Human Resources, Homefield College, 217 Loughborough Road, Mountsorrel, Leicestershire, LE12 7AR

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| --- |
|  |
| **Position applying for:** |
|  |

**Section One: Personal Details**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Forename(s):** | **Surname:** |
|  |  |  |
| **Address:** |
|  |
| **Telephone:** | **Mobile:** |
|  |  |
| **Email address:** |
|  |
| **National Insurance Number:** |
|  |

**Section Two: Referees**

Please provide the name of two referees. One must be your current or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends, and where possible, both should be provided through an employer.

**First employment reference**

|  |
| --- |
| **Name:** |
|  |
| **In what capacity do you know the referee:** |
|  |
| **Address:** |
|  |
| **Phone number:** |
|  |
| **Email address:** |
|  |

**Second reference**

|  |
| --- |
| **Name:** |
|  |
| **In what capacity do you know the referee:** |
|  |
| **Address:** |
|  |
| **Phone number:** |
|  |
| **Email address:** |
|  |

**Section Three: Right to Work in UK**

|  |  |
| --- | --- |
| **Are you legally entitled to work in the UK?** |  [ ]  **Yes**  [ ]  **No**   |

You will need to evidence documentation to support this entitlement.

**Section Four: Health**

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| --- | --- |
| **Do you suffer from any disability or medical condition?** |  [ ]  **Yes**  [ ]  **No**   |

|  |  |
| --- | --- |
| If **YES** - **Will it affect your ability to carry out the duties of the job which you are applying for?** |  [ ]  **Yes**  [ ]  **No**   |

This information will help us identify any reasonable adjustments that we might need to consider in order for you to attend interview.

We are an equal opportunities employer and will not discriminate on the grounds of disability.

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| **If yes, please give details of your medical condition and how it could affect your abilities to carry out the job:** |
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**Section Five: The Rehabilitation of Offenders Act 1974**

By virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties.

You are therefore, **not entitled to withhold information about convictions** (even if you get advice that says you may withhold information) for which in other employment situations they may be seen as “Spent” under the Provision of the Act. If we employ you, failure to disclose such convictions (disclosed through an enhanced DBS check) could result in disciplinary action by the college that could lead to your dismissal, therefore you should detail below any and all criminal convictions you may have.

Please note - The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

**It is ESSENTIAL that ALL convictions not ‘protected’ are noted no matter how long ago, and no matter how trivial or irrelevant they may appear to be.**

*Should you require more guidance and the criteria on the filtering of ‘protected’ cautions and convictions, this can be found on the Disclosure and Barring Service website.* Disclosure need not necessarily be a bar to obtaining this position.

|  |  |
| --- | --- |
| **Have you been convicted of a criminal offense?** |  [ ]  **Yes**  [ ]  **No**   |

|  |  |
| --- | --- |
| **Have you had a Caution / Reprimand / Warning** **or other involvement with the police?** |  [ ]  **Yes**  [ ]  **No**   |

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| --- |
| **If yes, please give details** (these details need to include the court’s decision): |
|  |

**Section Six: Job Monitoring**

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| --- | --- |
| **How did you hear about this vacancy?** | [ ]  **Jobsite**[ ]  **Homefield Website**[ ]  **Homefield Social Media**[ ]  **Barrow of Treats/Sip & Surf**[ ]  **Friend / Family**[ ]  **General Enquiry** |
| **Other** (please specify): |  |

**Section Seven: Undertaking**

Please read and sign the following undertaking:

**I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects.**

**I understand that, should I have deliberately made a false or misleading statement on this form, my future employment can be terminated without notice.**

|  |  |
| --- | --- |
| **Signed:** | **Date:** |
|  |  |

**Note:**

We are an equal opportunities employer and will not tolerate discrimination in any form.