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| **CTK Aquinas** Sprules RoadBrockleyLondon SE4 2NL020 7358 2400 | **CTK Emmanuel**Belmont GroveBlackheathLondon SE13 5GE020 8297 9433 | **CTK St Mary’s**Chislehurst RoadSidcupLondon DA14 6BE020 8309 4760 |

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| **Please note:*** **Complete this form electronically**
* **Complete every section on the form**
* **Use block letters where appropriate**
* **Where space is limited please use *Section 6: Additional Information* to provide more details.**
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| **Application for the post of:** Click here to enter text.**Site:** Choose an item.**As advertised in:** Choose an item. **If other, please indicate here:** Click here to enter text.**If CTK Website, please indicate how you found us:** Click or tap here to enter text.**Right to work in the UK:** Choose an item. **If other, please indicate here:** Click here to enter text. |

**1** **PERSONAL DETAILS**

|  |  |
| --- | --- |
|  Surname: Click here to enter text. First Name: Click here to enter text. Title: Choose an item. Home Address: Click here to enter text. Post Code: Click here to enter text. | Home Tel No: Click here to enter text.Mobile Tel No: Click here to enter text.Email Address: Click here to enter text.National Ins No: Click here to enter text.DFEE No: Click here to enter text.(if appropriate)Religious Denomination: Click here to enter text. |

**2 EDUCATIONAL/PROFESSIONAL/VOCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates MM/YYYY** | **FT/PT** | **Secondary School/College/University/****Organising body** | **Qualifications Obtained** | **Date****MM/YYYY** |
| **From** | **To** |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**3 PRESENT EMPLOYMENT (If part-time please state the number of hours worked each week)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Title of Post/Occupation** | **Responsibilities/Duties** | **Salary/****Grade** | **Full Time/****Part-Time** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | 1. Click here to enter text. | Click here to enter text. | Choose an item.Hours if PTClick here to enter text. |
| 2. Click here to enter text. |
| 3. Click here to enter text. |
| 4. Click here to enter text. |
| 5. Click here to enter text. |

**4** **NOTICE REQUIRED BY PRESENT EMPLOYER:** Click here to enter text.

**5 PREVIOUS EMPLOYMENT (ENTER YOUR MOST RECENT FIRST –**

 **If part-time please state the number of hours worked each week)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates: MM/YYYY** | **Employer and****job title** | **Main responsibilities and achievements** | **Salary/Grade****Full Time/****Part Time** | **Reason for****Leaving** |
| **From** | **To** |
| Click here to enter text. | Click here to enter text. | Employer: Click here to enter text.Job title: Click here to enter text. | Click here to enter text. | Salary: Click here to enter text.Contract: Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Employer: Click here to enter text.Job title: Click here to enter text. | Click here to enter text. | Salary: Click here to enter text.Contract: Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Employer: Click here to enter text.Job title: Click here to enter text. | Click here to enter text. | Salary: Click here to enter text.Contract: Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Employer: Click here to enter text.Job title: Click here to enter text. | Click here to enter text. | Salary: Click here to enter text.Contract: Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Employer: Click here to enter text.Job title: Click here to enter text. | Click here to enter text. | Salary: Click here to enter text.Contract: Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Employer: Click here to enter text.Job title: Click here to enter text. | Click here to enter text. | Salary: Click here to enter text.Contract: Choose an item. | Choose an item. |

**6** **ADDITIONAL INFORMATION**

Please include details of any voluntary experience, training which has not led to formal qualifications, personal

interests or hobbies, clarifications on reasons of leaving and any other that you consider relevant for your application.

|  |
| --- |
| 1. Click here to enter text.2. Click here to enter text.3. Click here to enter text. |

**7 STATEMENT IN SUPPORT OF APPLICATION**

Please explain how you believe your status and experiences match the selection criteria. Please do not extend over two A4 size pages.

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| 1. Click here to enter text.2. Click here to enter text.3. Click here to enter text.4. Click here to enter text.5. Click here to enter text.6. Click here to enter text.7. Click here to enter text.8. Click here to enter text.9. Click here to enter text.10. Click here to enter text.11. Click here to enter text.12. Click here to enter text.13. Click here to enter text.14. Click here to enter text. |

**8 REHABILITATION OF OFFENDERS ACT**

You are required to disclose details of any spent or other convictions since the age of 17. Also, whether you are included in any list of people barred from working with children or have been disciplined following allegations made against you. All details will be confidential and considered only in relation to your application for this post.

Please use the space provided below.

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| --- |
| Click here to enter text. |

Details of your DBS registration number and date should be given below.

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| Click here to enter text. |

**9 RESTRICTIONS ON EMPLOYMENT IN THE UK**

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| Are you subject to any restrictions on being resident in the UK or working here? Choose an item.  |
| Have you lived outside the UK for more than three months in the past five years? Choose an item. |

If you answered YES to any of the above questions, please provide details below.

|  |
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| Click here to enter text. |

**10 REFEREES**

 Our policy is to contact your referees if you are shortlisted for an interview, unless you specifically state otherwise.

 Referees should be professional rather than personal and one must be your current or most recent employer.

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| --- | --- |
| 1. Name: Click here to enter text.

Tel No: Click here to enter text. Email address: Click here to enter text.Current occupation: Click here to enter text.Address: Click here to enter text.Working relationship: Choose an item. Other working relationship: Click here to enter text.**To be contacted at this stage?** Choose an item. | 1. Name: Click here to enter text.

Tel No: Click here to enter text. Email address: Click here to enter text.Current occupation: Click here to enter text.Address: Click here to enter text.Working relationship: Choose an item.  Other working relationship: Click here to enter text.**To be contacted at this stage?** Choose an item. |

**11** **STATEMENTS**

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| I declare that the information provided on this form is correct. I understand that any false information or failure to disclose criminal activities will result in dismissal or disciplinary action. I also understand that canvassing any member of the selection panel will disqualify me from the appointment.This application will be processed within the terms specified by the General Data Protection Regulation 2018. Please visit our Privacy Notice on our website <http://www.ctksfc.ac.uk/230/data-protection> to learn how we use college workforce information. You hereby explicitly consent to the College collecting, holding and otherwise processing personal data (including ‘sensitive’ personal data) relating to you for the purposes necessary within our recruitment and selection process.If successful, I will apply for an Enhanced check to the Disclosure of Barring Service (DBS).Signed: Click here to enter text. Date: Click here to enter text. |

**The completed CTK Application Form and CTK Equal Opportunities Form should be emailed to** **recruitment@ctksfc.ac.uk** **.**



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