# LMC blackApplication for Employment

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

# CONFIDENTIAL

Lancaster and Morecambe College, as an employer who promotes equal opportunities, intends that no job applicant or employee shall receive less favourable treatment because of his or her gender, sexual orientation, disability, ethnic origin, colour, nationality, race, religion, belief, age, family responsibility, socio-economic status or marital status. Our Equal Opportunities Policy aims to ensure that you are not disadvantaged by job conditions or requirements which are not relevant to the post. We adhere to the Disability Confident Employer scheme standards, which recognises our commitment to the recruiting, training, career development and retention of staff with disabilities.

Please complete the form below, it is confidential, you do not need to provide your name and your responses will be combined with those of other applicants to produce anonymous data. It will help us to ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity, and for no other reason.

If you consider that your application for a job with Lancaster and Morecambe College has not been fairly treated, you should write to the Director of HR Strategy and Support with details of your complaint within three months of the date of your application.

**JOB APPLICATION MONITORING FORM**

*Please complete in full and tick the boxes as appropriate.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied**  **for** |  | **Job Ref.** |  |

**Gender: Female**  **Male**  **Non-binary**  **Prefer not to say**

If you prefer to use your own term, please specify here

**Age Profile: Under 30**  **30 – 39**  **40 – 49**  **50 +**

**Please tick the box which best describes your ethnic / cultural / racial origin:**

Asian or Asian British: Bangladeshi  Mixed: White & Black Caribbean

## Asian or Asian British: Indian Mixed: any other

## Asian or Asian British: Pakistani White: British

Asian or Asian British: Chinese  White: Irish  Asian or Asian British: any other  White: Gypsy/Irish Traveller

Black or Black British: African  White: any other

Black or Black British: Caribbean  Other ethnic group - Arab

Black or Black British: any other  Other ethnic group – any other

Mixed: White & Asian  Prefer not to say

Mixed: White & Black African

**Do you consider yourself to have a disability or impairment?**

Yes

## No

## Prefer not to say

PLEASE RETURN THIS FORM WITH YOUR APPLICATION

*Thank you for your assistance - your co-operation will help promote equality of opportunity*

***This page has been left blank intentionally, please scroll down to complete the application process.***





**Application for Employment**

Notes for Applicants

Lancaster & Morecambe College operates a policy of equal opportunity in employment and learning to all persons irrespective of gender, race, age, marital status, sexual orientation, religion or disability.

Please type or write clearly in **black** ink

Please ensure that you complete this form in full.

CV’s are not acceptable.

Please return the completed form to [**jobs@lmc.ac.uk**](mailto:jobs@lmc.ac.uk)

Alternatively you can post to:

**Personnel Office**

**Lancaster & Morecambe College**

**Morecambe Road**

**Lancaster**

**LA1 2TY**

Application Form

|  |  |
| --- | --- |
| **Fill in your responses in the blank boxes provided below** | |
| **Vacancy Details** | |
| Application for the post of |  |
| Post No./Reference |  |
| Where did you originally see this post advertised? |  |
| **Personal Details** | |
| Surname |  |
| Title (optional) |  |
| First Name(s) |  |
| Address |  |
| Post Code |  |
| Email Address |  |
| Contact telephone number |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present Employment** (If you are unemployed, please give details of your last job) | | | | | | | | |
| Job Title | | | | |  | | | |
| Employer’s Name | | | | |  | | | |
| Address | | | | |  | | | |
| Post Code | | | | |  | | | |
| Date Started | | | | |  | | | |
| Period of Notice | | | | |  | | | |
| If left, Date of Leaving | | | | |  | | | |
| Please give a brief description of your main duties and responsibilities | | | | |  | | | |
| **Previous Employment - Most recent first** (Please continue on a separate sheet if required) | | | | | | | | |
| From  Month/Year | | To  Month/Year | | Job Title | | | Employer | Hours Per Week |
|  | |  | |  | | |  |  |
|  | |  | |  | | |  |  |
|  | |  | |  | | |  |  |
|  | |  | |  | | |  |  |
| **Gaps in employment will be explored at interview, in line with Safer Recruitment practice (“Keeping Children Safe in Education”)** | | | | | | | | |
| **Education and Qualifications** | | | | | | | | |
| From  Month/Year | To  Month/Year | | School/Institution | | | Examination Results (subject, level/grade) | | |
|  |  | |  | | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
|  | Current employer |  | Other relevant employer |
| Name  Mr/Mrs/Miss/Ms – other: |  | Name  Mr/Mrs/Miss/Ms – other: |  |
| Job Title |  | Job Title |  |
| **Email** |  | **Email** |  |
| Company name & address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Referees will **only** be contacted on appointment. | | | |
| **Experience/Relevant Skills** (Please continue on a separate sheet if required) | | | |
| With reference to the job description, please state how your experience and achievements to date would make you a suitable candidate for this post. You may include details of any relevant unpaid or voluntary work. | | | |
|  | | | |

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| --- | --- | --- |
| **Rehabilitation of Offenders Act 1974 Exemption Order (1975; 2013 and 2020)** | | |
| **The Criminal Records System has changed.** Please be advised that **if** you are shortlisted for interview, **you will be required** **complete a declaration,** including if you have unspent conditional cautions or convictions and/or any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order (and amendments 1975 / 2020). There will be an opportunity before the interview to provide relevant mitigation or contextual information about the offence(s). All such information will be treated confidentially.  (You can find further information on the Ministry of Justice website, and obtain independent advice from charities NACRO and UNLOCK.)  All College posts are subject to a DBS criminal check in line with our policy of safeguarding and promoting the welfare of learners. The disclosure of a criminal record will not debar you from appointment unless this would render you unsuitable for this appointment. Failure to declare a specified offence may, however, disqualify you from appointment, or result in dismissal or disciplinary action when the discrepancy comes to light. | | |
| **Disability** | | |
| Do you have a disability or impairment requiring workplace adjustment that you wish us to know about at this stage? | Yes  No | |
| **Declaration** | | |
| Lancaster & Morecambe College collects and keeps information from job applicants for various legal and administrative reasons in line with its duties under the Data Protection Act 2018. Please refer to the College’s Privacy Notice ‘Prospective and Current Employees’ (enclosed) | | |
| To the best of my knowledge and belief the information is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information. | Signature | Date |
| **For Interview Panel Only** | | |
| **Appoint/Not Appointed (**delete as appropriate) **Interview Date: Interviewed by:**  Salary Point:  Section: Programme Area (if applicable):  Interview Notes:  **Authorisation**  **Office Use Only**  Manager:  Personnel Authorisation: | | |