

**Application Form - Part Two**

**The following information will be held in the HR department and will be treated in confidence; information supplied will be used for monitoring and contact purposes only. When completed, this form and any additional sheets should be forwarded to:** [**recruitment@eastleigh.ac.uk**](mailto:recruitment@eastleigh.ac.uk)

**Application Details for the post of:** Click here to enter text.

**National insurance Number:** Click here to enter text.

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| **Employment Experience** |
| **Present Occupation**  Current Employer’s Name: Click here to enter text.  Current Employer’s Address: Click here to enter text.  Position Held: Click here to enter text.  Brief details of responsibilities: Click here to enter text.  Salary/Benefits: Click here to enter text.  Start Date: Click here to enter a date.  End Date: Click here to enter a date.  Reason For Leaving: Click here to enter text. |

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| **Previous Employment Experience**  (Please give details in date order starting with the most recent) | | | | | |
| **Employer** | **Post Title** | **Salary** | **Dates**  **From To** | | **Reason for Leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  | Click here to enter text. |
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| **Education** | | |
| **Secondary School, College, University** | **From**  **Month/Year** | **To**  **Month/Year** |
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*If you are short listed to interview you will be required to bring with you original copies of the certificates for all qualifications listed above*

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| **Qualifications**  Please list all qualifications, including English & Maths | | |
| **Course of Study / Qualification** | **Institution** | **Award Gained** |
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| **Membership of Professional Bodies** | | |
| **Organisation** | **Type of Membership** | **By Exam or Election** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **Professional Development** |
| **Please list professional development courses undertaken during the past three years** |
| Click here to enter text. |

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| **Competency based Experience / Skills and Knowledge**  Taking into consideration the requirements of the Person Specification and Job Description, please provide examples from your employment and/or education that demonstrates your use of the competencies for the role. |
| Click here to enter text. |
| **Computerised Records**  I understand that if I am appointed, personal information about me will be computerised for personnel / employee administration purposes, including analysis for management purposes and statutory returns.  **Data Protection Clause**  Eastleigh College is registered under the General Data Protection Regulation (GDPR) 2018. Data from this application form may be used in anonymous form for the collection and analysis of statistical data and shared with organisations directly associated with funding, education support and guidance in accordance with our Data Protection notification. In signing this form you will give consent for the College to hold this information about you as stated.  In addition to this, data collected from the equal opportunities form will be used for monitoring purposes under the provisions of the General Data Protection Regulation. If you have any queries about Data Protection contact the Human Resources Department on 023 8091 1173. |

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| **Declaration:**  To the best of my knowledge and belief the information supplied on this form is complete and accurate.  Signed: Click here to enter text.  Date: Click here to enter a date. |