



Job Application Form

Please complete in BLACK ink or TYPE

Application for the post of:	
How did you hear of this vacancy?	
If you require this document in a different format please contact Jackie Sumpter on 01480 422060 or jobs@caw.ac.uk	

Before applying please take a few minutes to read our [Job Application Privacy Notice](http://www.caw.ac.uk/about-us/work-at-caw/). This can be found at - <http://www.caw.ac.uk/about-us/work-at-caw/>. If you require a printed version please contact the Human Resources department for a copy to be sent to you by post.

Personal details	
Full Name:	
Home Address:	
Postcode:	
Home Tel No:	
Mobile No:	
Work Tel No:	
Email Address:	
National Insurance Number:	
Will you have any special requirements if invited to interview?	
Do you have any allergies that might affect your ability to perform the job you have applied for?	

Are you prepared to supply the appropriate documentation for a DBS check if your application is successful?	Yes		No	
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If driving is required for the role:

Do you hold a clean full driving licence?	Yes		No	
Do you have your own vehicle?	Yes		No	

Name of Awarding Body	From - To	Type of course and qualifications gained
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Essential Qualifications

Maths		
English		

Other Qualifications (including degrees)

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*Please provide evidence of original certificates at interview stage (including English and Maths)

Other courses attended

Name of provider	From – To	Type of course and qualifications gained
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*Please provide evidence of original certificates at interview stage

Please give an account of how you can meet the requirements of the job based on the job description supplied.

This application is a part of our procedure for the recruitment of staff. It has been designed to allow you to give us a clear accurate picture of yourself and your career history. Please complete the form as fully as possible. If any section is too small for your purposes, please write any additional information on a separate sheet of paper which you should attach firmly to this form.

Present and past employment. Please start with your present or last employer and work backwards, include any periods when you were not working with brief details.

From (month/year)	To (month/year)	Name and Address of employer	Position held	Last Salary	Reason for leaving

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Please describe the duties and responsibilities of your present or most recent post. Mentioning your likes and dislikes and reasons for them and the skills and abilities you have acquired from your work experience to date:

Career development

Do you have any special career aims?

Additional information

Is there anything else you would like to tell us?

References

Please give details of two employment references covering your employment history. One of these must include your line manager from your most recent employer. **If you have previously been employed in education the Principal, Vice Principal or Head of HR/Personnel from this establishment should be included. Please do not provide personal or character references.**

Name:		Name:	
Company:		Company:	
Position:		Position:	
Email Address:		Email Address:	
Business Address:		Business Address:	
Postcode:		Postcode:	
Tel No:		Tel No:	

Under the Protection of Children Act, the College asks for disclosures of all staff who work with children and vulnerable adults. If my application for employment is successful I agree to a DBS check being carried out.

Signature:	Date:
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I understand an appointment, if offered, will be subject to the information on this form being correct, good references and a clear DBS check and that this will form part of any employment agreement entered into with The College of Animal Welfare.

Signature:	Date:
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Please return this form to:

jobs@caw.ac.uk or alternatively, post to: Jackie Sumpter, HR Administrator, The College of Animal Welfare, Headland House, Chord Business Park, London Road, Godmanchester, Cambridgeshire PE29 2BQ

The College of Animal Welfare Equal Opportunities Monitoring Form

The College of Animal Welfare is committed to a policy of equal opportunity in its employment. The College will treat all applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age or disability. This applies to all aspects of the College's employment practices including recruitment, promotion, discipline, working conditions, training for job and career development.

In order to ensure this policy is carried out in practice, it is necessary to monitor our recruitment. This means noting the gender, ethnic origin, age and disability of all applicants.

The reason for not recruiting a member of a disadvantaged group will be noted and examined to ensure their treatment was fair.

The information we ask you to complete will be kept confidential and will only be used for monitoring purposes.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Vacancy applied for:						
Surname:					Initials:	
Gender (please tick box)	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>	Rather not give:	<input type="checkbox"/>
Date of Birth:			Age:			
I would describe my ethnic origin as (please tick box):						
White			Black or Black British			
British	<input type="checkbox"/>		Caribbean	<input type="checkbox"/>		
Irish	<input type="checkbox"/>		African	<input type="checkbox"/>		
Any other white background	<input type="checkbox"/>		Any other Black background	<input type="checkbox"/>		
Mixed			Asian or Asian British			
White and Black Caribbean	<input type="checkbox"/>		Indian	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>		Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>		Any other Asian Background	<input type="checkbox"/>		
Chinese						
Chinese	<input type="checkbox"/>					
Or Ethnic			Or			
Any other	<input type="checkbox"/>		Rather not give	<input type="checkbox"/>		

Do you have a physical or mental impairment which you consider has a “substantial and long term adverse effect on your ability to carry out normal day-to-day activities”, as described under the terms of the Equality Act 2010.

Yes:

No:

If yes, how (if at all) it could potentially affect your performance at work?

Would the provision of any aids or modification assist you in carrying out the duties of this post?

Yes:

No:

If yes, please provide details below

