



**SEVERN  
BUSINESS  
COLLEGE**

# Application for Employment

(Please complete in BLOCK CAPITALS)

Post applied for
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## Personal Details

Title : <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Other _____	Date of Birth: <table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

First Name:
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Surname:
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### Please only give numbers/addresses on which you are willing to be contacted

Home Tel No:	Work Tel No:
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Mobile Tel No:	Fax No:
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Email:
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## Address (UK)

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## Employment History

Have you previously worked in Higher Education? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please list all employment since leaving full time education starting with the most recent.

Employers name and address	Dates from/to	Job Title	Weekly Hours	Reason for leaving

### Education and Qualifications

Dates from/to	Educational establishment	Name of course/qualifications gained and grades

### References

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### Immigration

Do you have the rights / permission to work in the UK?  Yes  No

Immigration Status

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### Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Severn Business College to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or failure to supply details required in this application form could make an offer of employment invalid or lead to the termination of the employment.

I agree that personal data relating to me, which has been given by me on this form, may be held and processed either on computer or in manual records.

Signature:	Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

### For Office Use Only
