



FOR OFFICE USE ONLY					Reference No.	
Shortlisted:			Yes/No		Appointed: Yes/No	
CRB		Rehab.		Bank		References
Staff Qual		Medical		Pension		Estab. 1 to finance
Qual Certs		Equ Ops		Com/phone		Schedule

## APPLICATION FOR EMPLOYMENT

<b>TITLE OF THE POST APPLIED FOR:</b>	Full-time: <input type="checkbox"/>	Part-time: <input type="checkbox"/>
(Please tick)		
<b>TEACHING SUBJECTS OFFERED:</b> (Teaching posts only)		

### PERSONAL DETAILS:

Surname:	DES Ref. No: (Teaching Posts only)
First Name(s):	National Insurance No:
Any Previous Surname:	E-mail address:
Address:	Daytime Tel No:
	Evening Tel No:
Postcode:	Valid Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Car Owner/ Yes <input type="checkbox"/> No <input type="checkbox"/>
	Access to a vehicle:
Knowledge of Welsh Language	Fluent <input type="checkbox"/> A little <input type="checkbox"/> None <input type="checkbox"/>
Present state of Health:	

### PRESENT POST:

Title:	Employer:
Grade:	Address:
Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/>	
Starting Date:	
Salary (Gross):	
Notice Required:	
Tel. No:	
Summary of present responsibilities and duties:	

**PREVIOUS EMPLOYMENT** (Dates = dd/mm/yy):

Employer	Job Title	Tenure		Dates	
		Full-time	Part-time	From	To

**SECONDARY EDUCATION:**

School(s)	Date from	Date to	Qualifications (Grades, etc)

**FURTHER AND HIGHER EDUCATION:**

Institution	Full-time	Part-time	Date from	Date to	Qualifications (Grades, Class, etc)

**TEACHER TRAINING DETAILS** (If appropriate):

Primary/Secondary/Further (please delete)	Date Qualified: _____
Qualification Gained:	
Main Teaching Subject(s):	
Subsidiary Subject(s):	
Age range trained for:	

**TRAINING & DEVELOPMENT EVENTS ATTENDED (within the previous two years):**

Title	Provider	Duration (days/hours)	Date (dd/mm/yy)

**MEMBERSHIP OF PROFESSIONAL BODIES AND OTHER QUALIFICATIONS:**

**DETAILS OF RESEARCH AND PUBLICATIONS:**

**PERSONAL INTERESTS:**

**IF YOU ARE RELATED TO ANY COLLEGE OFFICER OR GOVERNOR PLEASE GIVE DETAILS:**

**CANVASSING WILL DISQUALIFY THE APPLICANT**

**PLEASE TELL US WHERE YOU HEARD ABOUT THE VACANCY:**

TES	<input type="checkbox"/>	Shropshire Star	<input type="checkbox"/>	Brecon & Radnor Express	<input type="checkbox"/>
Western Mail	<input type="checkbox"/>	County Times & Express	<input type="checkbox"/>	Coleg Powys Website	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please specify .....			

**ADDITIONAL INFORMATION SUPPORTING THE APPLICATION:**

(Please continue on a separate sheet if necessary)

**REFEREES** (one of whom should be your present employer):

Please indicate whether your current employer may be contacted prior to interview: YES  NO

Name:	Name:
Post:	Post:
Address:	Address:
Tel. No:	Tel. No:

**PROTECTION OF CHILDREN:**

Applicants are required to read, complete and sign the attached Form entitled 'Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, 2001 & 2002 - Disclosure of Criminal Background of Staff with Access to Children'.

**DATA PROTECTION:**

Personal data will be used for personnel/employee administration purposes within the College in accordance with Data Protection Legislation.

**DECLARATION:**

I confirm that the information given in this application is correct to the best of my knowledge. I understand that providing false or misleading information could lead to an offer of employment being withdrawn or employment being terminated.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed forms should be returned to:**

The Personnel Officer, Coleg Powys, Llanidloes Road, Newtown, Powys, SY16 4HU. E-mail: [personnel@coleg-powys.ac.uk](mailto:personnel@coleg-powys.ac.uk)



## EQUAL OPPORTUNITIES FORM

Coleg Powys is committed to the promotion of Equal Opportunities. The information contained within this form will be used to monitor and ensure success of our Equal Opportunities Policy, all information will be treated as confidential and only used by staff monitoring the Policy. Access our Policy at: <http://www.coleg-powys.ac.uk/policies-statements/equal-opportunities/EqualOpportunitiesPolicy.pdf>

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: Male  Female

Marital Status: Single  Married  Divorced

Maiden Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

### Ethnic Origin:

White - European

White - Other  please specify: \_\_\_\_\_

Black - Carribean

Black - African

Black - Other  please specify: \_\_\_\_\_

Indian

Pakistani

Bangladeshi

Chinese

Other  please specify: \_\_\_\_\_

Do you have a disability: Yes  No

Nature of disability/adjustments needed (if any): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## COLEG POWYS

### REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENT) ORDER 1986, 2001 & 2002

#### DISCLOSURE OF CRIMINAL BACKGROUND OF STAFF WITH ACCESS TO CHILDREN

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974 (Exceptions) (Amendment) Order, 1986, 2001 & 2002. Applicants are, therefore, not entitled to withhold information about convictions which, for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose convictions could result in dismissal or other disciplinary action by the College. Any information given will be completely confidential, and will be considered only in relation to an application for positions to which the Order applies. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed, however failure to agree to a Criminal Records Bureau (CRB) check will prevent further consideration of the application.

#### DECLARATION

Please complete and sign as appropriate one of the following statements:

- Having read the above paragraph, I certify that there are no convictions and I agree that a Criminal Records Bureau (CRB) check may be carried out to confirm the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- I give below details of convictions, spent or otherwise, in considering my application for the above-mentioned post, and I agree that a Criminal Records Bureau (CRB) check may be carried out to confirm the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The following policies are available from the Personnel department upon request or may be accessed through the College's website at [www.coleg-powys.ac.uk/policies-statements/crb](http://www.coleg-powys.ac.uk/policies-statements/crb):

- Coleg Powys policy statement on the recruitment of ex-offenders
- Coleg Powys policy statement on the secure storage, handling, use, retention and disposal of CRB disclosures & disclosure information
- Criminal Records Bureau (CRB) Code of Practice



# KEY FACTS 2008 - 2009

## Introduction

Coleg Powys is the largest provider in Mid Wales of education and training for those aged 16 or over. We have major sites in Brecon, Llandrindod Wells and Newtown, each close to the A483 trunk road that is the main arterial highway through the County. These sites therefore serve not only the local communities, but also recruit throughout the region, nationally and internationally. In addition, the College takes an active part in delivering community based education in outreach centres throughout the region.

## The College Mission Statement

*"Coleg Powys serves the community by providing and promoting learning opportunities throughout life."*

## Equal Opportunities

*Coleg Powys welcomes all members of the Community and provides equality of opportunity for all.*

## Programmes

The full range of programmes can be seen in our prospectus and other brochures. We offer several hundred learning programmes ranging from Art to Agriculture, Catering to Computing, Technology to Travel & Tourism, Weight Training to Welsh Language. Hundreds of recognised qualifications can be achieved at the College, on either a full-time or part-time basis, with a major focus on vocational education and training. The College has developed strong links with public, private and voluntary sector organisations, and a number of Universities, and is able to offer a comprehensive portfolio of education and training opportunities, up to degree level, to meet the needs of the local community and its employers. The College provides a wide range of short courses, customised programmes and other services to local employers.

## Students

The College has over 8,000 individual learners attending on a full-time, block release, day, evening, open learning or electronic remote access basis. In 2007/08 the full-time equivalent numbers of learners in each subject area were:

Health and Care	287
Science and Mathematics	18
Agriculture and Animal Care	118
Engineering and Manufacture	115
Motor Vehicle Engineering	117
Construction	232
Information and Communications Technology	205
Hairdressing and Beauty	186
Hospitality and Catering	89
Leisure, Sports, Travel and Tourism	188
Arts, Media and Publishing	91
General Studies	286
Education and Training	52
Specialist Programmes for those with Learning Difficulties and Disabilities	100
Adult Basic Education and ESOL	47
Business Administration and Law	198
Other	8
<b>Total</b>	<b>2,337</b>
	FTE

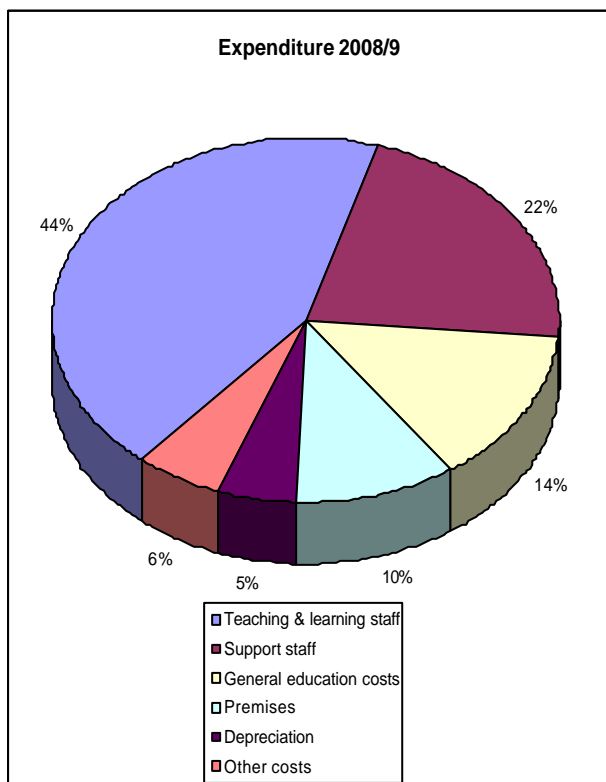
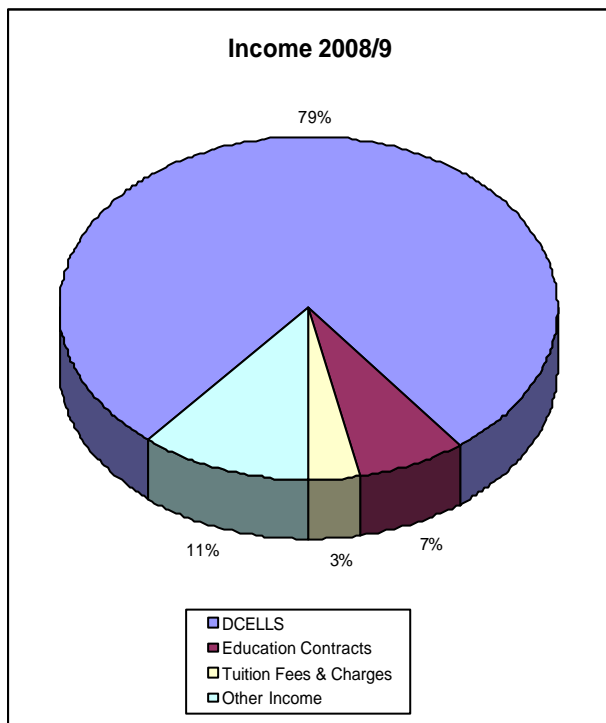
All learners are member of a Student Association on each site of the College which organises a range of sport, cultural and recreational activities.

## Staff

The College employs over 500 staff of which approximately 100 are full-time teaching staff. They are supported by the equivalent of 100 full-time professional, clerical, secretarial, administrative, technical, maintenance, refectory and farm personnel. Continuing professional development remains a high priority, particularly at a time of significant change in the post-16 education sector. The main purpose of professional development is to ensure that we meet the needs of our customers better, now and in the future.

## Our Budget

The total income and expenditure budgeted for the 2008/9 academic year is over £11.6 million. It may be summarised in the following way:



## Estates

The College has three main sites in Brecon, Llandrindod Wells and Newtown. There is a College farm near Newtown and agricultural land near Brecon. We have a major outreach centre in Ystradgynlais and a building on the Royal Welsh Showground at Llanellwedd. In addition, we use around 20 community-based locations for outreach purposes. We have close links with private sector owners of lodgings that are suitable for those students that require residential accommodation.

The insurance value of all the buildings owned by the College is over £33 million.

## Organisation Structure

A significant proportion of the Corporation members are employers or are from organisations that contribute to the economic development of the region. Others are drawn from the community, from College staff and learners.

The teaching staff are supported within teams on each main site of the College, responsible to an Assistant Principal. They are accountable for ensuring that all site programmes are delivered on target, within the available resources and to the appropriate quality standards. Functional areas are co-ordinated across the College to support and develop College services. These include finance, personnel and management information systems amongst others. Each main site has an Administrative Officer responsible for the management of the administrative services for the site and associated out-centres.

The senior management team consists of the Principal, the Director of Finance & Corporate Services and five Assistant Principals.

## Enquiries

For prospective students/clients enquiries about courses, programmes or services contact:  
0845 4086 205 or  
E-mail: [enquiries@coleg-powys.ac.uk](mailto:enquiries@coleg-powys.ac.uk)