

# Application Form for



Some schools are excluded as commitment is on an individual basis

## All Support Staff Posts

Community & Voluntary Controlled Schools

**Private and Confidential**

Application No.

Job Ref No.



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

**Please read the accompanying note 'How to complete the Application Form' before completing this form**

1

**Application for the post of** .....

Section/Location/School/Establishment ..... Grade .....

To be returned by .....

2

Title ..... Forename ..... Surname .....

Previous name(s) .....

Home Address .....

Postcode .....

Telephone Number(s) ..... Home Preferred  ..... Mobile Preferred  ..... Work Preferred

Please indicate a preferred Method of contact.

May we contact you at work Yes  No  Email address .....

If supplied this may be used to inform you of the outcome of your application.

National Insurance number

3

Present post/job title .....

Name and address of present employer .....

.....

Date appointed ..... Salary/grade ..... Notice period .....

**Previous employment and voluntary experience**  
(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.**



4

**Education (details of Secondary Schools, Colleges, Universities and Professional Education)**

Schools/Colleges/Universities and Professional Education (including start and end dates)	*Qualifications obtained (including Awarding Body, grades and dates)

***\*Certificates for qualifications shown as essential will be checked at interview***

5

Current course of study (if any) and the date you expect to complete it

6

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)

Membership of professional bodies

7

**Experience or achievements**

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.  
Also include any appropriate voluntary and other interests (membership of relevant societies etc.)  
Please use an additional sheet if necessary.

**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

8

**Disclosure of Criminal Background** (please refer to enclosed advisory notes)

Have you ever been found guilty of any criminal offence?  Yes  No (Click as appropriate)

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

**If this post involves working with children or vulnerable adults**

I certify that I am not included on List 99, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulatory body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: ..... Date: .....

9

Do you hold a current full driving licence for a car (or other relevant vehicle)? (Click as appropriate)  Yes  No  Not required for post

10

Do you consider yourself to have a disability, or to be a deaf person? For a definition, see our advice note 'How to complete the application form'.  Yes  No (Click as appropriate)

11

With your agreement, the County Council will provide your contact details to Trade Unions for recruitment purposes, so that they can contact you with information about membership. Shared details will include name, address, job title and location. If you don't agree to your information being passed on to Trade Unions, please tick the box

12

Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including Councillors and Governors)

13

By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

**I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice.**

Signed: ..... Date: .....

**Details of Referees**

Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**

**The Authority reserves the right to seek any further references deemed appropriate.**

1

2

Postcode ..... Telephone No. ....

Postcode ..... Telephone No. ....

Email address .....

Email address .....

Relationship .....

Relationship .....

Note: please indicate if you do not want us to contact your current employer before your interview

**On completion, this form should be returned to the School/Establishment, unless stated otherwise in the advertisement.**

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone the school if you wish to check on the progress of your application, quoting the job reference number.

# Recruitment Monitoring in Employment

## MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

**Details of the job you have applied for**

Directorate/DSO: ..... Job title .....

Job Ref: ..... Grade: .....  
(if known)

1. Name (in block capitals)

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2. I am:  
(Please check the appropriate box)

MALE	FEMALE
<input type="checkbox"/>	<input type="checkbox"/>

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3. I consider my marital status to be  
Please note: If you are widowed or divorced and you live alone, please check 'single'.

Single	Married
<input type="checkbox"/>	<input type="checkbox"/>

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4. Date of Birth

5. Please check the box which best describes your ethnic/cultural/racial origin

(O)  White British

(9)  White Irish

(H)  Any other White background  
(please type in)

.....

(J)  Mixed White and Black Caribbean

(K)  Mixed White and Black African

(L)  Mixed White and Asian

(M)  Any other Mixed background  
(please type in)

.....

(4)  Asian or Asian British Indian

(5)  Asian or Asian British Pakistani

(6)  Asian or Asian British Bangladeshi

(8)  Any other Asian or Asian British background  
(please type in)

.....

(1)  Black or Black British Caribbean

(2)  Black or Black British African

(N)  Any other Black or Black British background  
(please type in)

.....

(7)  Chinese

(A)  Any other ethnic group  
(please type in)

.....

6. Do you consider yourself to have a disability or to be a deaf person?  
(Please see the definition of disability in the advice note 'How to

YES  
 NO

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7. How did you find out about this job?  
(Please check the appropriate box)

Internal circular	Job centre
<input type="checkbox"/>	<input type="checkbox"/>

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Newspaper/journal (please say which)	Internet (please say which site or other source)
<input type="checkbox"/>	<input type="checkbox"/>

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

## DATA PROTECTION ACT 1998 – FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this post is Lancashire County Council.

We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which is unrelated to named individuals.

With the applicant’s consent, we may keep details of unsuccessful applicants for casual posts for longer than 12 months.

The Lancashire County Council contact for data protection matters is:

The Data Protection Officer

PO Box 100, County Hall (Room C21), Preston, PR1 0LD

email: [data.protection@lancscc.gov.uk](mailto:data.protection@lancscc.gov.uk)

**Note: Please return your completed application form to the postal address or the email address shown on page 7. To enquire by phone about this application, please call the number on page 7.**

## FINAL CHECKLIST

Please ensure that you have:

- filled in all relevant parts of the form
- signed and dated the form
- detached and retained the front cover for your own records
- correctly addressed the return envelope as directed on page 6
- completed the monitoring form (this is essential if your application is to be considered)
- read and understood the Data Protection Act - Fair Processing Statement details above
- correctly responded to the question on criminal convictions.

**A Large print version is available from the address on page 6**