

CONFIDENTIAL

Thomas Estley Community College

INSERT POST TITLE

Application Form

Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.

1. POST DETAILS

Post applied for:

Post ref:

Department:

Location:

2. PERSONAL DETAILS

Family Name:

Other Names:

Previous Names:

National Insurance Number:

Title:

Contact Telephone Number:

Please only answer the questions below if they are a requirement on the Person Specification for this post

Address:

Do you have a current full Driving License? (*Double click on square to select*) **Yes** **No**

Post Code:

Do you have use of a vehicle? (*Double click on square to select*) **Yes** **No**

Email:

3. PRESENT EMPLOYMENT

(If you are not currently in employment please leave blank)

Job Title:

Telephone Number:

Employer's Name:

May we contact you on this number? (*Double click on square to select*) **Yes** **No**

Address:

Basic Pay/grade:

Other Pay:

Postcode:

Date Started:

Period of Notice:

Outline of key duties and responsibilities:

4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.

Organisation	Role	Salary (If Applicable)	Date Employed		Reason for leaving
			From MM/YYYY	To MM/YYYY	

4b. GAPS IN EMPLOYMENT Please specify all time not accounted for above with dates and reasons.

5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. Please use additional paper if necessary.

6. RELATIONSHIPS

Are you related to any Member of the Governing Body/employee of the [School/College]? (Double click on square to select) **Yes** **No**
If yes, please give details

7. CRIMINAL CONVICTIONS AND CAUTIONS

All work with schools and colleges is defined as a 'regulated activity' under the Safeguarding of Vulnerable Groups Act 2006 and as such an enhanced CRB Disclosure check will be undertaken. It is a criminal offence for any individual who is named on the ISA Children's Barred List to apply for a post in a 'regulated activity'. To be read in conjunction with the criminal convictions section on the application form guidance notes.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

(Double click on square to select) **Yes** **No**

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

8. EDUCATION

Qualifications gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	Date Achieved (MM/YYYY)	School/College/University

9. MEMBERSHIPS OF RELEVANT ORGANISATIONS

Professional Body/Association	Qualification/ Membership Level	Dates of Qual/ Membership (MM/YYYY)

10. RELEVANT COURSES/AWARDS (e.g. short courses attended/ certificates/awards)

Organising Body	Brief Details of Course	Duration	
		From	To

11. DISABILITY/ HEALTH CONDITIONS

We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Equality Act 2010 defines disability as a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

I consider myself to be: Disabled Non-Disabled

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- Interview information on audio tape
- Interview information in large print format
- Sign language interpretation or other assistance with communication at interview

- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview (for people with mobility problems only)
- Facility for Personal Carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day:

12. DATA PROTECTION ACT

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

13. INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be able to attend for interview:

14. REFERENCES

Name	Name:
Address:	Address:
Postcode	Postcode:
Email Address	Email Address
Telephone Number	Telephone Number:
Title/ Position	Title/ Position:
Relationship to applicant	Relationship to applicant:

Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer and as this post is designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage. This is in line with our recruitment policy.

15. DECLARATION

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.
By signing this form I agree to Leicestershire County Council using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I also confirm that I have not directly or indirectly approached an Elected Member or employee of the County Council or Governor of a school/college to support me in making this application as this would disqualify me as a candidate.
- I understand that if I don't tell you about any relationships with any members or employees of the County Council, or Governor of the school/college, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, CRB disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature

Date:

16. MONITORING SECTION

It would be really helpful if you could complete this section for us. We are committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

Application for the post of:

1) **How would you describe your ethnicity?**

(a) White

- British
 Irish
 Any Other White Background *

*(please write in below)

(b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any Other Mixed Background*

*(please write in below)

(c) Asian & British Asian

- Indian
 Pakistani
 Bangladeshi
 Any Other Asian Background*

*(please write in below)

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(d) Black or Black British

- Caribbean
 African
 Any Other Black background*

*(please write in below)

(e) Chinese or other ethnic group

- Chinese
 Any Other ethnic group*

*(please write in below)

(f) Gypsy/Traveller

- Irish Traveller
 Romany Gypsy
 Any Other Background*

*(please write in below)

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Prefer not to state

2) **My sex is** Male Female Prefer not to state

3) **My date of birth is (DD/MM/YY)** **Age:**

4) **The Equality Act 2010 defines disability as** a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

I consider myself to be Disabled Non Disabled Prefer not to state

5) **My religion is:** Buddhist Christian (all denominations) Hindu Jewish
Muslim Sikh None Prefer not to state Other Please specify

6) **My sexual Orientation is:** Bi-sexual Gay Lesbian Heterosexual

Prefer not to state Other Please specify