

Thank you for applying for a position with St Julian's School

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

To help reduce our costs, we do not automatically acknowledge receipt of the application forms or write to applicants not selected for interview. If you do not hear anything within 6 weeks of the closing date, please assume that your application has been unsuccessful.

It is normally Council policy not to employ individuals who have reached aged 65. However, if this is not the case with this particular post, it will be indicated within the recruitment pack

PRIVATE AND CONFIDENTIAL

Please complete in black ink



JOB APPLICATION

Personal Details

Surname: _____ Forename(s): _____
 Address: _____

 Post Code: _____
 Home Telephone: (Code): _____ (No.): _____
 Business Telephone: (Code): _____ (No.): _____ Ext _____
 Mobile Telephone: _____
 E:mail address: _____
 National Insurance Number: _____
 Do you need a work permit to work in the UK? Yes No

The Council operates under the Positive about Disabled People Symbol and applications from people with disabilities are welcomed by the Council. This scheme guarantees an interview to people with disabilities if they satisfy the essential criteria for the post.

Declaration

I have a disability and wish to be given a guaranteed interview under the Commitment to the Positive about Disabled People (please tick box)

Qualifications

Proof of qualifications may be required at interview

| Date to & from Month/Year | School, Colleges, Training Centres Attended – including part time | Qualifications gained or pending (state subject & level) | Grade |
|---------------------------|---|--|-------|
| | | | |

Name and address of present or most recent employer:

Present/most recent employment

Job Title:

Dates of employment: From (month/year):

To (month/year):

Brief description of duties and responsibilities:

Reason for wanting to leave:

How many employees do you supervise?

Grade:

Salary/Wage:

Other financial benefit:

Job Title of immediate supervisor:

Period of notice:

Please enter in reverse date order and include any training placements, temporary unpaid or voluntary work experience.

| | Dates to & from Month/Year | Employer's Name & Address | Job Title & Salary | Brief Description of Duties | Reason for leaving |
|----------------------------|-------------------------------|------------------------------|-----------------------|-----------------------------|--------------------|
| Previous employment | | | | | |

| Professional Membership | Membership of Professional Bodies | | | |
|---|--|---------------------|-----------------|------|
| | Body | Grade of Membership | Whether by exam | Date |
| | | | | |
| Other relevant information and experience | <p>The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience, and personal qualities and training you have received to the requirements of the job which are contained in the job description and job requirement form. For advice on completing this section read the document 'Applying for a job in Newport.'</p> | | | |

| | |
|-------------------|--|
| References | <p>Please give the name of two persons to whom reference may be made in respect of your application. The first should be from your last employer (or Headteacher if a school leaver). The Council requires references to be supplied from all previous employers over the last 3 years. Please supply the names of additional references on a separate sheet.</p> <p>The School reserves the right to contact any previous employer.</p> <p>Name: _____ :Name _____</p> <p>Address: _____ Address: _____</p> <p>Position: _____ Position: _____</p> <p>Telephone Number: _____ Telephone Number: _____</p> <p>E:mail: _____ <input type="checkbox"/> E:mail _____ <input type="checkbox"/></p> <p>If you do not wish this referee to be contacted until a provisional offer of employment is made, Please indicate by ticking the box.</p> <hr/> |
| | Declaration |



Equal Opportunities Monitoring Form

Data Protection Act 1998

The information you provide on this form will be stored either on computer or in the form of manual records. It will be used by the Council solely to monitor the implementation of its Equal Opportunities and related employment policies. It will not be used for any other purposes or disclosed to any other organisations except in pursuance of our statutory obligations.

Could you please complete this form and return it with your application form. The form will be separated from the Application Form on receipt. Officers involved in the selection process do not at any stage have access to the data collected. However, should you have any concerns, please insert the Monitoring Form into an envelope, write the Job Reference Number on the outside of the envelope and return with the application form. We would assure you that this envelope would not be opened until the conclusion of the recruitment process.

Unique reference number(not applicable if downloaded from internet) _____

Reference number of vacancy for which you are applying _____

Job title of post applied for _____

Service Groupings Corporate Environment & Lifelong Learning Social Wellbeing
 Services the Economy & Leisure & Housing

My gender is (please tick appropriate box) Male Female

How would you describe your ethnic origin (please tick appropriate box)

| | | | |
|---|--------------------------|---|--------------------------|
| White | <input type="checkbox"/> | Mixed | <input type="checkbox"/> |
| British | <input type="checkbox"/> | White & Black Caribbean | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | White & Black African | <input type="checkbox"/> |
| Any other white background Please specify _____ | <input type="checkbox"/> | White and Asian | <input type="checkbox"/> |
| | | Any other mixed background Please specify _____ | <input type="checkbox"/> |

| | | | | | |
|--|--------------------------|---|--------------------------|---|--------------------------|
| Asian or Asian British | <input type="checkbox"/> | Black or Black British | <input type="checkbox"/> | Chinese or Other ethnic group | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | African | <input type="checkbox"/> | Gypsy/traveller | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Any other Black background Please specify _____ | <input type="checkbox"/> | Any other ethnic group Please specify _____ | <input type="checkbox"/> |
| Any other Asian Background Please specify _____ | <input type="checkbox"/> | | | | |

(These categories are those used in the 2001 census and are recommended for use by the Commission for Racial Equality)

Age: 16-19 20-29 30-39 40-49 50-59 60-64 65+

Are you a disabled person? Yes No

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a persons ability to carry out normal day to day activities.
