

# APPLICATION FORM

# CONFIDENTIAL



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:
School: Greenfield Primary School	

2. PERSONAL DETAILS	
Family Name:	Other Names:
Previous Names:	National Insurance Number:
Title:	Contact Telephone Number:
Address:	Please only answer the questions below if they are a requirement on the Person Specification for this post
	Do you have a current full Driving Licence? <i>(Double click to select)</i> YES <input type="checkbox"/> NO <input type="checkbox"/>
Post Code:	Do you have use of a vehicle? <i>(Double click to select)</i> YES <input type="checkbox"/> NO <input type="checkbox"/>
Email:	

3. PRESENT EMPLOYMENT	
<i>(If you are not currently in employment please leave blank)</i>	
Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number? YES <input type="checkbox"/> NO <input type="checkbox"/>
Address:	Basic Pay/grade:
	Other Pay:
Postcode:	Date Started:
	Period of Notice:

Outline of key duties and responsibilities:
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**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. Please specify all time not accounted for above with dates and reasons**

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**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.

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## 5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Cont....

## 6. RELATIONSHIPS

Are you related to any Elected Member/ employee of the Leicestershire County Council?

YES  NO  If YES, please give details

## 7. CRIMINAL CONVICTIONS AND CAUTIONS

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? available at:

<http://www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf>

YES  NO  If YES, please provide the details in a sealed envelope and attach to your form including date, court and nature of offence.

If the post you are applying for is defined under Safeguarding Vulnerable Groups Act 2006 (including amendments made under section 64 of the Protection of Freedoms Act 2012) as requiring a criminal records check the successful candidate will be required to produce either an appropriate valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for the appropriate check. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and barring Service website.

**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

The County Council encourages people with disabilities to apply for jobs and uses the 'Two Ticks' Disability Symbol. This means that the County Council is 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 physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out 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 in electronic format 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. The information may be used by Leicestershire County Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes.

## 13. INTERVIEW ARRANGEMENTS

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

#### 14. REFEREES

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

**One of your references should be your present or most recent employer.**

**For all candidates shortlisted for posts which have been designated as a requiring a criminal record check, it will be necessary to approach both referees at the shortlisting stage.**

#### 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 and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, medical clearance, evidence of the right to work in the UK and, if appropriate a satisfactory criminal records Disclosure Certificate, are required before any final offer of employment can be made.

Signature:

Date:

If you are applying online you will be required to bring a signed application with you to the interview.

**This form can be requested in alternative formats such as large print, audio file and electronic formats. Telephone the school office on 0116 2775648.**

## 16. MONITORING SECTION

It would be really helpful if you could complete this section for us. The County Council is 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.

School:

Application for 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 physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out 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

7) **My Nationality is:**

8) **Where did you see this vacancy advertised? (Please be specific e.g. Leicester Mercury/Connexions/ Jobcentre Plus/ County Council Website/ Word of mouth)**

9) **Do you work for Leicestershire County Council now?** Yes  No

**If yes do you consider this job to be a promotion?** Yes  No