Staffordshire County Council

Application Form

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us.

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Application for the Post of:		Job No:	
School Name:		Candidate Ref No.	

If you are a current employee are you applying for this post as a redeployee? Yes ☐ No ☐

Personal Information

		Previous Name(s): (if applicable)
Last Name:		

First Name(s):

Home Address:

Please specify alternative correspondence address on a separate sheet.

Postcode:

E-mail address:

National Insurance No (If you have one): | | | | | | | | | |

Date of Birth: | | | |

Do you have a full current driving licence?	Yes ☐ No ☐	Home Telephone Number:	
Do you have daily use of a vehicle?	Yes ☐ No ☐	Work Telephone Number:	
Do you have any penalty points on your licence?	Yes ☐ No ☐	Mobile Telephone Number:	

If so, how many?

Do you consider yourself to have a disability? Yes ☐ No ☐

(NB: The Equality Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”)

The County Council operates an ‘Interview Guarantee Scheme’ for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes ☐ No ☐

If yes, please outline your requirements:

How did you find out about this job?

Are you applying on a Job Share basis? Yes ☐ No ☐

If so, please state the proportion of full-time you are willing to work:

Present (or Most Recent) Employment

Employer/School Name, Address and Telephone Number:

Date Started: Job Title:

Present or Final Grade/Salary:

Specify any Additional Benefits/Payments you Receive:

Notice Required: Date of Leaving (if applicable):

Reason for leaving (if applicable):

Please Provide a Brief Description of Duties of the Post (Continue on a separate sheet if necessary):

Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
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Salary:			
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Reason for Leaving	

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
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Salary:			
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Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Education

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCE Advanced Level to Further Degree Level** or their equivalents in chronological order.

Attended		Name of School/College:	Qualification:	Subject:	Full or Part Time	Grade/ Level:	Date Gained:
From (mm/yy)	To (mm/yy)						

Copies of essential qualifications will be required on appointment.

Training (Other Continuing Professional Development)

Please list any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary).

Title of Course:	Organising Body:	Awards (if any):	Date of Attendance: (mm/yy)

Additional Information

Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you. (Please continue on a separate sheet if necessary).

References

One reference should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.

1st Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No: Capacity:

2nd Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No: Capacity:

Please note: The post you are applying for forms part of the Children's Workforce, your references will be contacted should you be shortlisted for interview - please see the Notes for Applicants provided with this form. For all other posts references will be sought should you be made a conditional offer of employment.

Immigration, Asylum and Nationality Act 2006

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

Yes ☐ No ☐

Self declaration of criminal record

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.
For information regarding filtering of convictions please see: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences?

Yes ☐ No ☐

Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)?

Yes ☐ No ☐

If you have answered yes to either of the above questions, please provide dates and brief details here:

The Authority/School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Declarations
To your knowledge are you related to a member of staff, governor of the school or anyone elected to or employed by Staffordshire County Council?

Yes ☐ No ☐

If 'Yes', please state their name and position held:

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Council, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Council or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date:

Working towards equality for all

Please remember to complete and return the recruitment monitoring form.

POSITIVE ABOUT DISABLED PEOPLE