



Knowsl@y Council

Confidential – please type this form or complete it using black ink

Section 1 Job details

Application for post of:

Directorate:

Section or team:

Ref number:

Grade:

Closing date:

Section 2 Personal details

Title (Mr, Miss, Mrs, Ms, other):

Surname:

Forename(s):

Previous surname:

Address:

Postcode:

Telephone numbers

Daytime:

Evening:

Mobile:

Email address:

Section 3 Present or last employer

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

If this is your last employer, please state why you left:

If this is your present employer, please state why you are applying for the post:

Section 4 Previous employment

Please provide details of **all** your previous employment, **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed.

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

Reason for leaving:

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

Reason for leaving:

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

Reason for leaving:

Section 5 Membership of professional body – if successful, we will ask you to provide evidence of membership.

Previous experience of membership			
Name of professional body	Level of membership	Specific responsibilities, for example, chairperson	Date of entry

Section 6 Qualifications and training – if successful, we will ask you to provide evidence of qualifications achieved.

Please give details of all the qualifications you have achieved starting with the most recent. Continue on a separate sheet if needed.

[illegible]

<p>Training – please give details of any training and development activities you have completed that you feel are relevant to your application. Continue on a separate sheet if needed.</p>		
Training activity	Duration	Date
<p>Section 7 Other relevant skills and knowledge – please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Continue on a separate sheet if needed.</p>		

Section 8 Criminal convictions

Even though you are required to disclose any 'unspent' criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.

Do you have any unspent convictions?

Yes ☐

No ☐

If you have said 'Yes' above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.

You are required to give details of **all** criminal convictions even if they are 'spent' for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below.

Do you have any 'spent' convictions?

Yes ☐

No ☐

If you have said 'Yes' above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.

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Section 9 Immigration, Asylum and Nationality Act 2006

Are you subject to immigration control? Yes/No

Do you need a certificate of sponsorship to work in the UK? Yes/No

Section 10 Referees

Please supply the names and addresses of two people who are not related to you who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. **You should not ask elected members of the council (councillors) or a relative to be a referee.** Please tick the box if you do not wish us to contact your referees before an offer is made. ☐

First referee's details

Second referee's details

Name

Name

Job title

Job title

Organisation

Organisation

Address

Address

Telephone number

Telephone number

Email address

Email address

Reference type

Reference type

Employer

☐

Employer

☐

Education

☐

Education

☐

Character

☐

Character

☐

Section 11 Administration

Where did you see the post advertised?

If you are related to or in a relationship with an elected member of the council (councillors) or an employee of the council, please give details here.

If the job you are applying for requires you to travel, please answer the following two questions.

1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points.				
Provisional <input type="checkbox"/>	Full <input type="checkbox"/>	Eligible to drive a minibus (category D1) <input type="checkbox"/>	Other <input type="checkbox"/>	None <input type="checkbox"/>
Details of endorsements or penalty points.				
2. Do you have regular access to a car? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you do not have regular access to a car, can you provide alternative mobility? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Data Protection Act 1998 – we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it.				
Entitlement to work in the UK - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).				
Declaration - I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any councillor or employee of the council or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal.				
Name			Date	

If you return this form by email without a signature, we will assume that you have accepted the declaration.



Knowslough Council

Section 12 Equal opportunities monitoring – we will keep this information separate from your application form and those responsible for short listing or interviewing applicants will not see it.

We believe that the decision to appoint should be based upon the requirements of the job and whether an individual's skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant's ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. We will keep the information on this section confidential. If your application is unsuccessful, we will hold the data for six months and then destroy it.

Surname	Forename(s)
Ref number	Post applied for
Grade	Hours
Salary	Date of birth

Gender – please tick	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Disability – we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process.

Do you consider yourself to have a disability? Please tick	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details.

Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details.

Ethnic monitoring - the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census.

White	
A1 English, Welsh, Scottish, Northern Irish, British	<input type="checkbox"/>
A2 Irish	<input type="checkbox"/>
A3 Gypsy or Irish traveller	<input type="checkbox"/>
A4 Any other white background. Please provide details.	<input type="checkbox"/>

Mixed or mixed British			
B1 White and black Caribbean	<input type="checkbox"/>		
B2 White and black African	<input type="checkbox"/>		
B3 White and Asian	<input type="checkbox"/>		
B4 Any other mixed or multiple ethnic background. Please provide details.	<input type="checkbox"/>		
Asian or Asian British			
C1 Indian	<input type="checkbox"/>		
C2 Pakistani	<input type="checkbox"/>		
C3 Bangladeshi	<input type="checkbox"/>		
C4 Chinese	<input type="checkbox"/>		
C5 Any other Asian background. Please give details.	<input type="checkbox"/>		
Black, African, Caribbean or black British			
D1 African	<input type="checkbox"/>		
D2 Caribbean	<input type="checkbox"/>		
D3 Any other black African or black Caribbean background. Please give details.	<input type="checkbox"/>		
Other ethnic group			
E1 Arab	<input type="checkbox"/>		
E2 Any other ethnic group. Please give details.	<input type="checkbox"/>		
Prefer not to say	<input type="checkbox"/>		
Religious belief – how would you describe your religion or belief? Please tick or provide details where appropriate.			
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other belief. Please give details.	<input type="checkbox"/>		
Country of birth			

You may submit your application and equal opportunities monitoring form via email direct to the School