

JOB APPLICATION FORM

Post Title

Closing Date



Please write in capital letters in black ink or type. If typed do not use all capitals. Please do not include a CV.

Reference Number (if applicable)

Please refer to the accompanying guidance notes when completing your application. CV's will not be accepted. This application form must be completed in full before it can be considered. Forms containing gaps in the information provided may be returned for completion before it can be considered

PERSONAL DETAILS

Surname:	Forenames:
Date of Birth	Former Name(s)
Address:	Please provide the following contact details: Home phone no: Work phone no: Mobile phone no: e-mail address:
Postcode:	

Please state where you saw the job advertised:

GENERAL

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently in receipt of Incapacity Benefit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently in receipt of a Carers Allowance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently in receipt of Benefits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes ☐ No ☐

If yes please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?

Yes ☐ No ☐

EDUCATION and QUALIFICATIONS

Secondary education			
Subject	Qualification	Grade	Year Obtained

Further Education/Vocational/Professional Qualifications held: (continue on a separate sheet if necessary)			
Subject	Qualification	Grade	Year Obtained

Qualifications currently being studied		
Method of study	Level	Examination date

Membership of Professional Bodies				
Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Address	
Post Held	Grade
Date of Appointment: Date of Leaving (if applicable):	Salary
Notice Required	Telephone Number

Please give a brief description of current duties responsibilities and achievements:

PREVIOUS EMPLOYMENT (most recent first)

Dates (month/year)	Employers name and address	Position Held/Grade	Reason for Leaving

If there are any gaps in your employment or education history please explain them here:

Have you ever lived and/or worked outside the UK? Please provide details including dates where applicable.

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet size if necessary adding the reference number but not your name to each sheet). There is no requirement to attach an additional supporting letter.

REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer OR if in school, college or just completed education one referee must from school/college (the application will not be pursued without two referees supplied). If you are currently working with children or have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend. NYCC reserve the right to request an alternative referee if a referee is deemed inappropriate.

Name of Referee:	Name of Referee:
Name of Organisation:	Name of Organisation:
Address:	Address:
Tel No:	Tel No:
Fax No:	Fax No:
e-mail:	e-mail:
Occupation:	Occupation:
I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate)	I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate)
If no, please give reason why:	If no, please give reason why:

Please note that we will contact referees if you are shortlisted for this post and seek references before interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

For persons who are not British EU Nationals; If you have any conditions related to your employment please give full details:

DECLARATIONS AND CONSENTS.

Are you related to any Member or employee
of the County Council
or

Yes ☐ No ☐

If you are applying to a school, are you
related to a member of the School Governing
Body

Yes ☐ No ☐

If so, please give name(s) & relationship

*I understand that canvassing of any Governors, Members or Officers of North Yorkshire
County Council in connection with this appointment will disqualify me.*

Do you hold a current driving licence? Yes/No Do you have use of a car? Yes/No

What type of licence is it? (eg full, provisional, HGV, PSV)

Are there any dates when you would not be available for interview in the near future?

Please specify where you saw this advertisement:
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Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. North Yorkshire County Council will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.

PERSONAL DECLARATIONS

The position for which you are applying involves contact me children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act. Please read "important advice on completing this application" before completing this section.

Have you ever been convicted of any offence or bound-over or given a caution or are there any cases outstanding?

Yes ☐ No ☐

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful I will be required undertake an enhanced DBS check.

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of North Yorkshire County Council relating to the subject matter of this form being processed by them in administering the recruitment process.

I declare that the information I have given on the form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sancations or conditions on my employment imposed by the independent Safeguarding Authourity, the Secretary of state or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signature:Dated:.....

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Return Address: recruitment@sherburnhigh.co.uk

Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion

Thank you for the interest you have shown in North Yorkshire County Council

APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNTY COUNCIL IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Only applications submitted on the school's application form will be considered.

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job.
- Don't copy the same application for a series of jobs.
- If there is anything on the form that you do not understand or you need help to complete the form, please ring us.
- Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed
- Please do not send standard details of your own i.e. in the form of a curriculum vitae.
- We welcome applications from individuals interested in flexible working e.g. job share, term-time only, part-time etc.
- Health Screening. Any offer of employment with North Yorkshire County Council is subject to the satisfactory completion of pre-employment health screening

Please note that we can only consider applications from E. U. citizens and those holding valid UK visas.

Equal Opportunity Monitoring

North Yorkshire County Council is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. In order to ensure the assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors, we have split the application form into Part 1 and Part 2. Information that could lead to bias or discrimination is included in Part 1 of the application form and Part 1 will be removed during the shortlisting and interview stages of recruitment. Shortlisting will be based on Part 2 of the form only.

Equal Opportunity Monitoring Form

North Yorkshire County Council is committed to a policy of Equal Opportunities in order to ensure that all applicants for employment are treated fairly. All information is treated in confidence. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. Please return this form in an envelope marked private and confidential.

Disability

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Disabled applicants that can demonstrate they meet the Essential criteria on the person specification will be offered an interview.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Criminal Records Bureau check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A CRB check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence an elected Council Member, or any council employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor. A Council employee or a governor you must indicate this in the relevant section of the application form.

Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, North Yorkshire County Council complies fully with the CRB Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. North Yorkshire County Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within North Yorkshire County Council and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows North Yorkshire County Council to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the North Yorkshire County Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

10. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
12. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

(Source www.disclosures.gov.uk)