

Application For Employment



**SUPPORT STAFF
/SCHOOLS**

PLEASE COMPLETE ALL SECTIONS OF THIS FORM ACCURATELY IN **BLACK INK** OR TYPE.

APPLICATION FOR THE POST OF:

POST REFERENCE NO:

SCHOOL:

GRADE: *Subject to Job Evaluation*

CLOSING DATE:

CRIMINAL RECORDS DISCLOSURE: Enhanced / Standard / Not Required

PERSONAL DETAILS

Last Name:

First Name(s):

Home Address:

Post Code:

Telephone Number(s):
(including Area Code)

Home:

Work:

Mobile:

E-mail Address (Work):

E-mail Address (Private):

May we contact you at work via E-mail? YES NO
via Telephone? YES NO

ASYLUM AND IMMIGRATION ACT 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for Blaenau Gwent County Borough Council to employ those who do not have permission to live or work in the United Kingdom. On appointment applicants will be required to provide documentary evidence of their right to work in the United Kingdom.

Do you have the right to live and work in the UK? YES NO

National Insurance Number:

EMPLOYMENT HISTORY

PRESENT OR LAST POST IF CURRENTLY NOT IN WORK

Employer:

Address:

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Post Code:

Position Held:

Date Appointed: From: (Mth) (Yr)

To: (Mth) (Yr)

Gross Salary (not including benefits):

Grade:

Period of Notice Required:

Reason for Leaving / Seeking Other Employment:

Main Duties & Responsibilities:

PREVIOUS EMPLOYMENT (Please start with your most recent)

Please provide details of all positions held, including any temporary, unpaid and/or voluntary work.
All periods of unemployment or gaps in your employment history must be accounted for and explained.

You should ensure that you supply the **full** names and addresses of your previous employers.

POSITION HELD	FULL NAME AND ADDRESS OF EMPLOYER	START DATE MONTH / YR	END DATE MONTH / YR	REASON FOR LEAVING

As part of the vetting process, the Council may contact all or some of your previous employers in order to verify the employment details stated, without seeking further permission.

WORKING TIME REGULATIONS

If you were offered a position with Blaenau Gwent County Borough Council, would you continue to hold any other paid or unpaid / voluntary position(s)?

YES NO

If **YES**, please give post title, organisation and hours worked:

QUALIFICATIONS (Please start with your most recent)

Proof of qualifications will be required prior to appointment and the Council reserves the right to approach educational bodies to verify qualifications achieved.

QUALIFICATIONS ACHIEVED <i>(including subject / grade / level / membership)</i>	DATE ACHIEVED	BY EXAMINATION YES / NO	AWARDING BODY

RELEVANT TRAINING

Please give details of any courses attended, which support your application.

COURSE TITLE	DATES ATTENDED	ORGANISING BODY

Are you presently studying for a qualification?

YES

NO

If YES, please give details

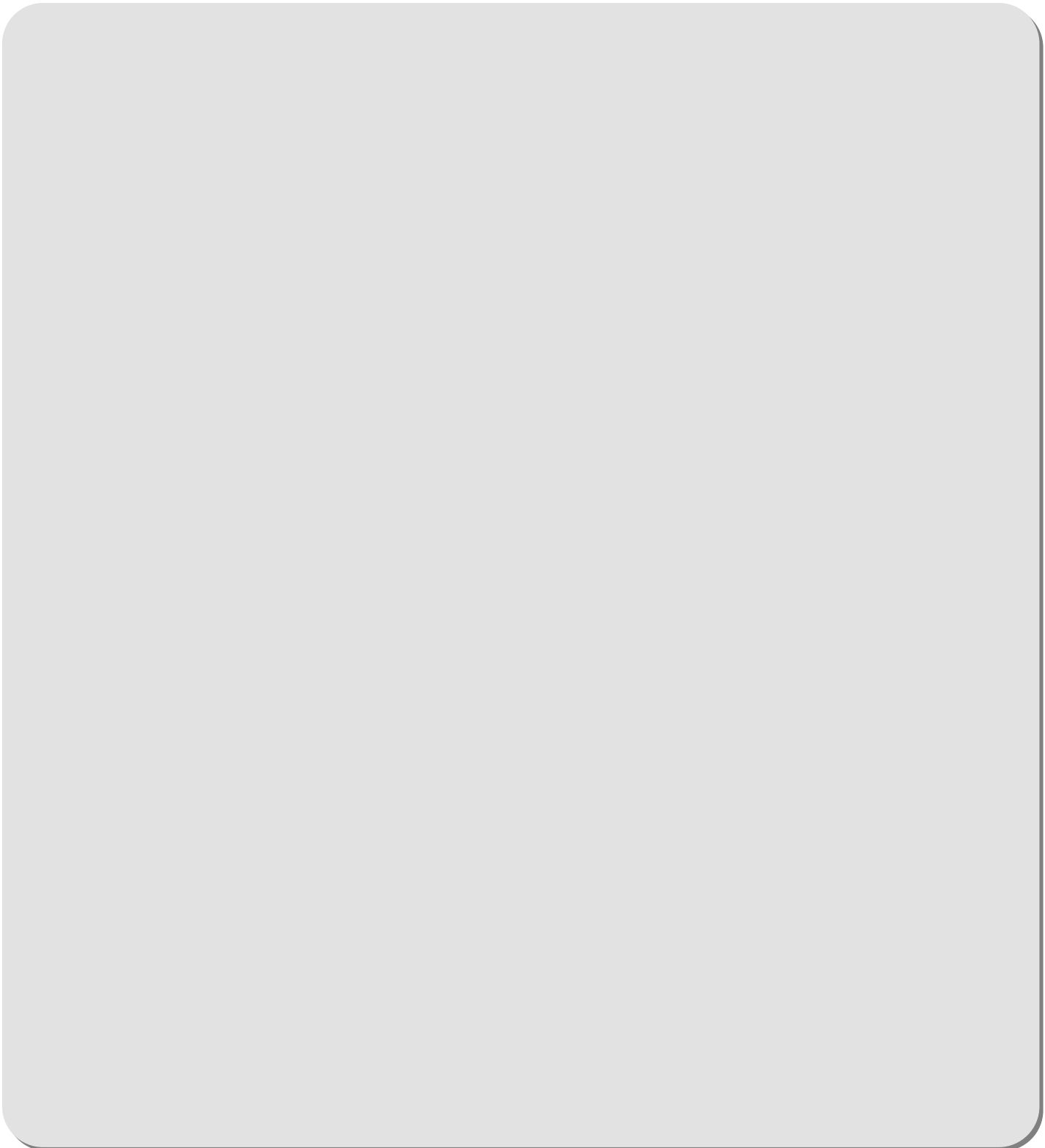
PERSONAL COMPETENCIES

You should ensure that you use this section to fully demonstrate how you meet the essential requirements of the person specification and desirable requirements where appropriate, giving evidence of the knowledge, experience and skills you have in each of these areas:-

1. **Qualifications and Experience (only items with a tick in 'App Form' Column)**
2. **Special Requirements**
3. **Personal Competencies (only items with a tick in 'App Form' Column)**

You should include experience gained through paid or unpaid work, community activities or through domestic and family experience, which you think may be relevant to the requirements of the job.

Please refer to the Guidance Notes and the Job Description / Person Specification prior to completing this section.



A large, empty, light gray rounded rectangular area intended for writing or drawing. The area is completely blank, with no text or markings inside.

ADDITIONAL SUPPORTING INFORMATION

You should use this section to supply any further information in support of your application.

ADDITIONAL INFORMATION

Are you related to, or a partner of, any Elected Member or Senior Officer* (Salary Grade Scale 7 or above) of Blaenau Gwent County Borough Council or are you related to a member of the school's governing body?

YES NO

If YES, please state the Name and Relationship:

** 'Senior Officer' is an Officer employed on Grade Sc 7 or above and 'related' means the husband or wife, parent or child, grandparent or grandchild, brother or sister, uncle or aunt, nephew or niece (including in-laws). If in doubt please contact the Human Resources Division.*

A CANDIDATE WHO KNOWINGLY FAILS TO DISCLOSE SUCH A RELATIONSHIP SHALL BE DISQUALIFIED FROM APPOINTMENT AND IF APPOINTED SHALL BE LIABLE TO DISMISSAL.

REFEREES

Please supply names and addresses of TWO referees who are willing to provide references relating to your work performance, attendance record and suitability for the post. One referee should be your present or most recent employer and the other, preferably, a previous employer or teacher/tutor in the case of a school/college leaver. Personal references from a relative, close friend or a Council Member will **not** be acceptable.

PLEASE DO NOT ENCLOSE TESTIMONIALS.

REFERENCE 1 - CURRENT EMPLOYER

REFERENCE 2 - PREVIOUS EMPLOYER

NAME:	NAME:
ADDRESS:	ADDRESS:
POST CODE:	POST CODE:
POSITION:	POSITION:
TELEPHONE NUMBER:	TELEPHONE NUMBER:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

THE COUNCIL RESERVES THE RIGHT TO APPROACH ANY PREVIOUS EMPLOYER TO CONFIRM FACTUAL INFORMATION ABOUT YOUR PREVIOUS EMPLOYMENT RECORD.

DECLARATION

Please sign this declaration after you have completed all parts of this application form.

I declare that the information supplied in this application form is correct and complete.

I understand and agree that:

- Failure to disclose information, providing false or deliberately misleading information on this form may lead to disqualification from the recruitment process, an offer of employment being withdrawn or employment being terminated.
- The Council may verify the information I have provided with relevant third parties in administering its recruitment process.
- Canvassing directly or indirectly any Council Member or Officer of Blaenau Gwent County Borough Council in connection with any appointment will disqualify my application.
- Thorough pre-employment screening is undertaken during the recruitment process and if I am conditionally appointed to the post applied for, the appointment will be subject to confirmation following a series of checks. Where the post for which I am applying requires a Disclosure of Criminal Records, I hereby give my consent to a criminal records standard or enhanced disclosure.
- The Council is under a duty to protect the public, service users and the funds it administers and may use the information provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- The information provided on this application form will be treated in confidence and may be copied for use during the recruitment procedure.
- There is no reason why I should not be considered to work with children and young people.
- My information will be held for 12 months and then destroyed unless I am appointed, when the information will be used as part of my personal record for the purpose of the employment relationship. The information will be stored and processed manually and electronically within the Human Resources Division in line with Data Protection legislation.

Signed:.....

Dated: / /

If you are returning this form by e-mail you will be asked to sign your application form at interview.

[IMPORTANT: DO NOT MARK THE ENVELOPE "PERSONAL", "PRIVATE" OR "CONFIDENTIAL"]

RETURNING THIS FORM

Please see covering letter

Criminal Records Declaration



Having a criminal record will not necessarily bar you from working with us.

APPLICATION FOR THE POST OF:

DIRECTORATE:

POST REFERENCE NO:

PERSONAL DETAILS

LAST NAME:

FIRST NAME(S):

DATE OF BIRTH: / /

N.I. NUMBER:

Any information you provide will be strictly confidential and treated accordingly

Certain posts within the Authority are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work involved, which could include working with children and/or vulnerable adults. Applicants for these posts will be required to undertake a CRB Standard / Enhanced Disclosure of Criminal Records and must disclose all convictions, cautions, reprimands and final warnings on their criminal record, including any that may be regarded as 'spent' under the provision of the Act. Details of the requirement to undertake a CRB Disclosure of Criminal Records are outlined on the advertisement and job description. **Please ensure that prior to completing this form you read the guidance notes for candidates and have checked the requirement to complete a standard or enhanced disclosure on the job description.**

DECLARATION TO BE COMPLETED BY ALL APPLICANTS

Do you have a prosecution pending or have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Road traffic offences should be included).

YES NO

(Please note that you are not required to give any information on 'spent' convictions under the Rehabilitation of Offenders Act 1974, unless the post that you have applied for is exempt from the provisions of the Act by virtue of the Exceptions Order (1975) as outlined above).

(All applicants are required to disclose unspent convictions. In the case of a post requiring a Standard or Enhanced Disclosure, all spent and unspent convictions must be disclosed).

If YES, please give details of offences, dates and penalties:

OFFENCE	DATE	PENALTIES

Continued Overleaf

DECLARATION TO BE COMPLETED ONLY BY APPLICANTS FOR POSTS REQUIRING AN ENHANCED DISCLOSURE

(Please note that you are only required to complete the following question if you are applying for a post that requires an Enhanced Disclosure. Please refer to the Job Description for details).

Are you aware of any police enquiries currently being undertaken following allegations made against you, which may have a bearing on your suitability for this post?

YES NO

If YES, please give details:

I hereby declare that the information provided on this form is correct and complete. I acknowledge that failure to disclose convictions or providing false or deliberately misleading information on this form could lead to an offer of employment being withdrawn or employment being terminated.

I understand that if I am conditionally appointed to the post applied for, that this will be subject to confirmation following a series of checks as outlined in my letter of appointment, including the requirement to complete a standard / enhanced disclosure (if applicable) and checks being made against information held by the Local Authority, including any Social Services records to ensure that any potential risks to Vulnerable People are identified.

I understand that if appointed to the post applied for, I will be required to undertake a Criminal Records Disclosure every three years in line with Council Policy. In addition to this, if during the course of my employment I become the subject of an investigation by the Police or any other public body such as a Local Authority Social Services Directorate or fraud unit, or I am aware of any other matter that could adversely impact on my ability to undertake my duties, I should disclose this information immediately to my Line Manager.

SIGNATURE REQUIRED FROM ALL APPLICANTS

Signed:.....

Dated: / /

If you are returning this form by e-mail you will be asked to sign this declaration at interview.

The Authority complies with the Criminal Records Bureau Code of Practice and undertakes to treat all applicants for positions fairly and on the basis of merit. In making the recruitment decision, Blaenau Gwent County Borough Council will consider the nature of the offence(s), relevance to the post and any other factors which may be relevant. Disclosure need not be a bar to obtaining this position.

(Copies of the Code of Practice are available from the Human Resources Division on request. If you require further information or have any concerns about filling in this declaration please contact Human Resources on extension 5436).



Recruitment Monitoring Information



Blaenau Gwent County Borough Council is committed to equality of opportunity and it is our policy to ensure that individuals are recruited, selected, promoted and treated on objective criteria, having regard to relevant experience, potential, skills, and abilities. To assist in monitoring the effectiveness of the Authority's policy, we would be grateful if you would answer the following questions. **The information supplied in Part 1 of this form will not be available to Officers of the Appointment Panel and as such will not form part of the Recruitment and Selection Process. The information in Part 2 of the form will not be used in the shortlisting process unless essential to meet the commitment of being 'Positive About Disabled People'.**

The information you provide will be treated in the strictest confidence.

APPLICATION FOR THE POST OF:

POST REFERENCE NO:

SCHOOL:

LAST NAME:

FIRST NAME(S):

PART 1

ETHNIC ORIGIN

The Ethnic Groups set out below are those recommended by the Commission for Racial Equality. PLEASE NOTE: Ethnic Origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group.

I would describe my ethnic origin as: (Please select relevant box)

WHITE

- BRITISH
- ENGLISH
- SCOTTISH
- WELSH
- IRISH
- ANY OTHER WHITE BACKGROUND

(Please State)

ASIAN

- INDIAN
- BANGLADESHI
- PAKISTANI
- ANY OTHER ASIAN BACKGROUND

(Please State)

MIXED

- WHITE & BLACK CARIBBEAN
- WHITE & BLACK AFRICAN
- WHITE & ASIAN
- ANY OTHER MIXED BACKGROUND

(Please State)

BLACK

- CARIBBEAN
- AFRICAN
- ANY OTHER BLACK BACKGROUND

(Please State)

CHINESE OR OTHER ETHNIC GROUP

- CHINESE
- ANY OTHER BACKGROUND

(Please State)

RELIGION

What is your religion?

- | | |
|--|---|
| <input type="checkbox"/> NONE | <input type="checkbox"/> JUDAISM |
| <input type="checkbox"/> CHRISTIANITY (<i>including Church in Wales, Catholic, Protestant and all other Christian denominations</i>) | <input type="checkbox"/> ISLAM |
| <input type="checkbox"/> BUDDHISM | <input type="checkbox"/> SIKHISM |
| <input type="checkbox"/> HINDUISM | <input type="checkbox"/> PREFER NOT TO SAY ANY OTHER RELIGION |
- (Please State)

GENDER: MALE FEMALE TRANSGENDER **DATE OF BIRTH:** / / **AGE:**

PREFERRED TITLE: Mr Mrs Miss Ms Other (Please Specify)

What is your sexual orientation?

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> HETEROSEXUAL | <input type="checkbox"/> PREFER NOT TO SAY |
| <input type="checkbox"/> LESBIAN | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> GAY | (Please State) |
| <input type="checkbox"/> BISEXUAL | |

CARING RESPONSIBILITIES

“A carer is someone who provides help and support to a relative, friend or neighbour, who could not manage to stay at home without their help, due to sickness, age, addiction or disability. The care they provide is unpaid.”

Do you consider yourself to be a carer in line with the definition above? YES NO

If YES, please specify:

FIRST LANGUAGE OR LANGUAGE OF CHOICE

- ENGLISH
 WELSH
 OTHER (Please Specify)

HOW DID YOU LEARN ABOUT THIS VACANCY?

- JOB CENTRE
 INTRANET
 COUNCIL WEBSITE
 WORD OF MOUTH
 BULLETIN
 DIRECT CONTACT
 E-TEACH WEBSITE
 VARIOUS BGCBC NOTICE BOARDS
 NEWSPAPER / MAGAZINE (please specify)
 OTHER (please specify)

PART 2

DISABILITY

The Council operates under the “Positive About Disabled People” symbol and welcomes applications from people with disabilities. This scheme guarantees an interview to people with disabilities if they meet the essential requirements for the post.



The Disability Discrimination Act 1995 defines a disabled person as anyone with a physical or mental impairment, which has a substantial and long term adverse effect upon his / her ability to carry out normal day to day activities. This must be:

- *substantial (that is, more than minor or trivial), and*
- *adverse, and*
- *long-term (that is, it has lasted or is likely to last for at least a year or for the rest of the life of the person affected).*

Do you consider yourself to be disabled under the Disability Discrimination Act? **YES** **NO**

If **YES**, what is the nature of your disability?

Are there any special provisions, reasonable adjustments or equipment needed for you to:

ATTEND THE INTERVIEW

YES **NO**

UNDERTAKE THE JOB

YES **NO**

If **YES**, please give details:

THANK YOU FOR YOUR CO-OPERATION IN COMPLETING THIS FORM

