|  |  |  |
| --- | --- | --- |
|  | SEFTON COUNCILAPPLICATION FOR EMPLOYMENT**C O N F I D E N T I A L** | **IMPORTANT NOTE**:  APPLICANTS SHOULD READ THE ENCLOSED GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM IN BLACK INK OR TYPESCRIPT  **CVs MUST NOT BE SUBMITTED IN PLACE OF THIS FORM** |
| FOR SCHOOL SUPPORT STAFF APPOINTMENTS | | |

|  |
| --- |
| **1. POST DETAILS** |

|  |
| --- |
| POSITION APPLIED FOR: GRADE: |
| DEPARTMENT/SECTION/ESTABLISHMENT:  VACANCY REF NO: |

|  |
| --- |
| **2. PERSONAL DETAILS** |

|  |  |
| --- | --- |
| SURNAME: | NI NUMBER: |
| FORENAME (S): | WORK TEL NO: |
| ADDRESS:  POST CODE: | HOME TEL: |
| MOBILE TEL NO: |
| E-MAIL ADDRESS: |
| DO YOU HOLD A CURRENT DRIVING LICENCE? YES/NO \_\_\_\_\_\_  IF YES, IS IT PROVISIONAL \_\_\_\_ FULL \_\_\_\_ OTHER e.g. MOTORCYCLE, HGV,PCV \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?  (Please specify) | |
| DO YOU HAVE ANY ENDORSEMENTS/PENALTY POINTS, IF SO PLEASE GIVE DETAILS: | |
| DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? YES/NO \_\_\_\_\_ | |
| ARE YOU APPLYING FOR THIS POSITION UNDER A GOVERNMENT EMPLOYMENT SCHEME? IF SO, PLEASE SPECIFY:- | |

|  |
| --- |
| **3. EDUCATION AND TRAINING** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECONDARY EDUCATION** | | | |
| SECONDARY SCHOOLS/COLLEGES | DATES | | QUALIFICATIONS ATTAINED |
| ATTENDED | FROM | TO | (SUBJECTS AND GRADES) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FURTHER EDUCATION** | | | |
| COLLEGES AND/ | DATES | | QUALIFICATIONS ATTAINED |
| OR UNIVERSITIES ATTENDED | FROM | TO | (SUBJECTS AND GRADES) |
|  |  |  |  |

|  |
| --- |
| **OTHER RELEVANT TRAINING** |
| *(Please include organisation, date and duration)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL OR TECHNICAL BODIES** | | | |
| TITLE | DATE | LEVEL/GRADE | BY EXAMINATION |
|  |  |  | YES/NO \_\_\_ |
|  |  |  | YES/NO \_\_\_ |
|  |  |  | YES/NO \_\_\_ |
|  |  |  | YES/NO \_\_\_ |

|  |
| --- |
| 4. EMPLOYMENT DETAILS |

|  |  |  |
| --- | --- | --- |
| PRESENT EMPLOYMENT (If applicable) | | |
| JOB TITLE: | | |
| NAME OF EMPLOYER AND FULL ADDRESS:  POST CODE: | BRIEF DESCRIPTION OF DUTIES: | |
| TEL No: | | DATE APPOINTED:: |
| SALARY GRADE AND/OR RANGE: | | CURRENT SALARY: |
| OTHER BENEFITS/ALLOWANCES | | NOTICE REQUIRED: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT - STARTING WITH MOST RECENT** | | | | |
| DATES  FROM TO | | POSITION HELD  GRADE/SALARY | EMPLOYER’S NAME  AND ADDRESS | REASON FOR LEAVING |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Please continue on a separate sheet if necessary]**

|  |
| --- |
| 5. EXPERIENCE / ACHIEVEMENTS |

Please give details of how you meet the requirements of the Person Specification, why you are applying and why you feel you are a suitable candidate for the post. If you have been involved in voluntary/unpaid activities you should also include this information.

**[Please continue on a separate sheet if necessary]**

|  |
| --- |
| 6. REHABILITATION OF OFFENDERS ACT 1974 & DISCLOSURE |

|  |
| --- |
| **The job you are applying for is regulated and exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA)**  It is a criminal offence to apply for a role working with children in regulated activity if you are barred from such work.  If 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 and 2020), then the details of these must be disclosed if you are invited for interview.  If you are shortlisted you will be asked to complete a self-disclosure declaration in which you must declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. If you are asked to attend an interview, please ensure that you provide the self-disclosure to the school at least one day prior to the interview. If you do not provide this information the school reserves the right to withdraw the offer of interview.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)  **Any information given will be treated in the strictest of confidence and will only be considered in relation to applications for such posts. The Authority supports the rehabilitation of offenders and possession of a conviction will not necessarily mean unsuitability for employment in exempt posts. All cases will be examined on an individual basis and given full and fair consideration.**  **Offers of employment to regulated and exempt posts will be subject to receipt of a satisfactory Disclosure via the Disclosure and Barring Service.** |

|  |
| --- |
| 7. REFEREES |

|  |  |
| --- | --- |
| **PLEASE ENTER THE NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF 2 REFEREES. REFEREES SHOULD BE YOUR PRESENT AND PREVIOUS EMPLOYERS, WHEREVER POSSIBLE. HOWEVER, NEITHER SHOULD BE A MEMBER OF THE SELECTION PANEL OR CABINET MEMBER OF THE COUNCIL** | |
| A minimum of two references should be provided, one must be from your latest or current employer. As the post you are applying for requires DBS clearance then you must provide 2 referees which must cover the past 2 years employment. Where such references do not cover **all employment** within the last 2 years, you are asked to provide further references which must cover this period.  If the work you have undertaken in the last 2 years does not include work with children but you have previously held a post working with children then an additional reference should be provided from the last time you worked with children. | |
| **Name:**  **Relationship:**  **Address:**  **Tel no:**  **Email:** | **Name:**  **Relationship:**  **Address:**  **Tel no:**  **Email:** |
| **Additional references, if required\* see above** |  |
| **Name:**  **Position:**  **Address:**  **Tel no:**  **Email:** | **Name:**  **Position:**  **Address:**  **Tel no:**  **Email:** |
| **Name:**  **Position:**  **Address:**  **Tel no:**  **Email:** | **Name:**  **Position:**  **Address:**  **Tel no:**  **Email:** |
| In line with DfE guidance on [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) we will contact referees if you are shortlisted and we will request references prior to interview. If you have any concerns about us contacting your current employer, please contact us to discuss. | |

|  |
| --- |
| 8. OTHER INFORMATION |

|  |
| --- |
| ARE YOU RELATED TO ANY ELECTED MEMBER, OR OFFICER OF SEFTON COUNCIL? IF SO, PLEASE STATE TO WHOM AND THE NATURE OF THE RELATIONSHIP. |

|  |
| --- |
| 9. DECLARATION |

|  |
| --- |
| I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY COUNCILLOR OR EMPLOYEE OF THE COUNCIL OR THE GIVING OF FALSE OR MISLEADING INFORMATION MAY LEAD TO DISQUALIFICATION AND, IF APPOINTED, MAY LEAD TO MY DISMISSAL.  FUTHERMORE, I UNDERSTAND THAT THE INFORMATION WILL ONLY BE USED FOR RECRUITMENT AND SELECTION PURPOSES AND THAT IT WILL ONLY BE KEPT ON FILE BY THE AUTHORITY FOR 1 YEAR THEREAFTER. HOWEVER, IF I AM APPOINTED TO THE POST THEN THE INFORMATION THAT IT CONTAINS WILL BE USED TO FORM PART OF MY PERSONAL FILE FOR EMPLOYMENT PURPOSES (EXCEPT FOR DISCLOSURE INFORMATION,IF APPLICABLE, WHICH WILL ONLY BE KEPT FOR 6 MONTHS).  SIGNED: DATE:  ***If you return this form by e-mail (without signature) you are deemed to have accepted the above declaration.)*** |

|  |  |
| --- | --- |
|  | EQUAL OPPORTUNITIES IN RECRUITMENT MONITORING FORM |
| EQUAL OPPORTUNITIES IN RECRUITMENT MONITORING | |

|  |
| --- |
| **Please read the Guidance Notes before completing this form and return it with your application form.**  **Why we are asking you to complete this form:**  All applicants for jobs within Sefton Council will receive equal treatment, irrespective of their gender, age, race, religion or belief, sexual orientation, gender identity or disability.  By completing this form, you will be helping us to monitor who is applying for jobs and measure how effectively we are reaching all sections of the community.  There are a range of policies in place that are intended to provide a fair workplace for all.  Please be assured that the information you provide will be treated in **absolute confidence** and will be used for statistical monitoring purposes only. |

|  |
| --- |
|  |
| POST APPLIED FOR: VACANCY REF NO. |
| HOW DID YOU FIND OUT ABOUT THIS VACANCY? |
|  |

|  |  |
| --- | --- |
| GENDER | AGE |
| MALE | DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| FEMALE |  |

|  |
| --- |
| RACE |

WHAT BEST DESCRIBES YOUR ETHNIC ORIGIN?

(Place x in relevant box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WHITE | BRITISH |  | MIXED  **DUAL HERITAGE** | WHITE AND BLACK CARIBBEAN |  |
|  | IRISH |  | WHITE AND BLACK AFRICAN |  |
|  | POLISH |  | WHITE AND ASIAN |  |
|  | PORTUGUESE |  | ANY OTHER MIXED BACKGROUND (please specify) |  |
|  | ANY OTHER WHITE EUROPEAN (please specify) |  |  |  |  |
|  | ANY OTHER WHITE NON-EUROPEAN (please specify) |  | **CHINESE OR OTHER ETHNIC GROUP** | CHINESE |  |
|  |  |  | TRAVELLER |  |
| **ASIAN** | INDIAN |  | GYPSY |  |
| **OR ASIAN BRITISH** | PAKISTANI |  | ANY OTHER ETHNIC GROUP (please specify) |  |
| BANGLADESHI |  |  |  |  |
| ANY OTHER ASIAN BACKGROUND(please specify) |  | BLACK OR BLACK BRITISH | CARIBBEAN |  |
|  |  |  | AFRICAN |  |
|  | |  |  | ANY OTHER BLACK BACKGROUND(please specify) |  |

|  |
| --- |
| DISABILITY/OTHER INFORMATION |

|  |
| --- |
| The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse affect on a person’s ability to carry out normal day to day activities. People with HIV, cancer, chronic heart disease and multiple sclerosis are deemed to be covered by the Equality Act effectively from the point of diagnosis.  DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? YES NO |
| IF YES, PLEASE PROVIDE DETAILS OF THE NATURE OF YOUR DISABILITY:  PHYSICAL IMPAIRMENT VISUAL IMPAIRMENT/BLIND  LEARNING DISABILITY MENTAL HEALTH/MENTAL DISTRESS  HEARING IMPAIRMENT/DEAF LONG TERM LIMITING ILLNESS  OTHER (PLEASE SPECIFY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| ARE YOU APPLYING FOR THIS POST ON A JOBSHARE BASIS? YES NO |
| ARE YOU CURRENTLY UNEMPLOYED? YES NO |

|  |
| --- |
| RELIGION/BELIEF |

|  |
| --- |
| WHAT IS YOUR RELIGION/BELIEF?  BUDDHIST CHRISTIAN  HINDU JEWISH  MUSLIM SIKH  NO RELIGION ANY OTHER RELIGION OR BELIEF  DO NOT WISH TO DISCLOSE (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| SEXUAL ORIENTATION |

|  |
| --- |
| HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?  BISEXUAL GAY  GAY/LESBIAN HETEROSEXUAL  OTHER DO NOT WISH TO DISCLOSE |

|  |
| --- |
| GENDER IDENTITY |

|  |
| --- |
| IS YOUR GENDER IDENTITY OPPOSITE TO THAT ASSIGNED AT BIRTH? YES NO |

OFFICE USE ONLY

Please tear this slip off before supplying the Application Form to the shortlisting panel. Guidance on collecting monitoring data can be obtained from the Recruitment Monitoring Procedure in the Personnel Policy and Procedures Handbook.

Thank you for completing this form. If you have any queries or comments regarding Equal Opportunities monitoring please contact the Personnel Department, Sefton Council, 2nd Floor, Magdalen House, 30 Trinity Road, Bootle, Merseyside L20 3NJ. Tel No. 0151 934 3379.