

Application Form

Guidance notes – Form 1

Thank you for considering working for us. We want to choose the best person for the job, no matter what their sex, race, disability, sexuality, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of employment and qualifications only so we can confirm your work history. We do not use this information for any other purpose. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

We use part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the conditions for the post, we may not be able to interview you. If you want to attach a CV to support your application, either instead of filling in part B or as well as filling in part B, please make sure it covers all the information we have asked for. If you send a CV with your application, you must still fill in parts A and C or we will not consider your application.

Part C of this form is for monitoring equal opportunities only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it. For jobs working with children, young people and vulnerable adults (as well as some other jobs), if we choose you for the job we will also need to contact the Criminal Records Bureau to find out if you have a criminal record. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you fail to fill in a disclosure form when we ask, we will not be able to employ you.

If you need this form in another format (in Braille, in large print, on audio tape and so on), please phone the Job Shop at the Civic Centre on 0191 2115205 or e-mail job.shop@newcastle.gov.uk.

We look forward to receiving your application.

Application Form

Part A

Job you are applying for:

Contact Details

First names:

Last name:

Address and postcode:

Title: Mr Mrs Miss Ms
Other (please say which):
.....

National Insurance number:

Home phone number:

May we call you at work? Yes No

E-mail:

Work phone number:

Please note we will contact candidates invited for interview by email, where email addresses are provided.

Special Needs

Would you need us to make any special arrangements if we invited you for an interview, for example providing a sign language interpreter? Yes No

If 'Yes', please say what.

References

Please provide two references, one of which should be from your present or most recent employer (if you are applying for a job which needs a disclosure from the Criminal Records Bureau, we will take up these references before we interview you).

THIS SECTION MUST BE COMPLETED IN FULL, INCLUDING EMAIL ADDRESSES

Name:

Name:

Address and postcode:

Address and postcode:

Phone number:

Phone number:

E-mail:

E-mail:

Job title:

Job title:

Relationship to you:

Relationship to you:

Can we contact this person before interview? Yes No

Can we contact this person before interview? Yes No

Your Right to Work in the UK

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

Yes No

If 'Yes', please give details.

Sick Leave

How many days' sick leave from work or education have you had in the last two years?

Please give details.

Was any of this absence related to a disability? Yes No

If 'Yes', please give details.

We need our staff to have a good attendance record and we may discuss your previous record at interview.

Flexible Working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only? Yes No

Would you like us to consider you for other working patterns (e.g. job share, part-time, working in term-time only and so on)? Yes No

Please provide details:

Relationships to Councillors, Senior Officers or Governors

If you have any relationship with any councillor or senior council officer (or, if you are applying to a school, any school governor), please tell us their name and the relationship.

You must not use your relationships with councillors or senior officers to get a job with us. If you do, we will not consider your application.

Convictions

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes No

If 'Yes', please give details.

Note: If you are applying for a job which is not covered by the Rehabilitation of Offenders Act (for example, working with children or vulnerable adults), we will ask you to fill in an extra form which includes a question about spent convictions.

Data Protection and Data Matching

We will use the information on this form to help us employ staff. Because we have a duty to protect public funds, we may need to compare the information you have provided on this form with Housing Benefit records to identify people involved directly or indirectly in benefit fraud.

Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I deliberately give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

Your signature: _____

Date: _____

Please return your completed application form to the address below.

**Human Resources
Kenton School
Drayton Road
Newcastle-upon-Tyne
NE3 3RU**

Email: hr@kenton.newcastle.sch.uk

Membership of Professional Organisations

Please list any professional organisations to which you belong, relevant to the job you are applying for. If you are applying for a teaching job, tell us your DFES reference number, whether you have Qualified Teacher Status (you are qualified to teach in England and Wales) and whether you are registered with the General Teaching Council.

Professional organisation	Level of membership

Your Current Job

Please tell us about your current job (if you are not currently employed, go to the next question).

Employer's name and address	
Position held	
Date your employment started	
Main duties	
Main achievements	
Reason for leaving	
How much notice do you have to give?	
Please tell us your current salary and pay scale.	Salary: Pay scale:

Previous Employment

Please tell us about your previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if necessary.)

Employer's name and address	Position held (please specify if full time or part time)	Dates employed and reason for leaving
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:

Skills, Knowledge and Experience

Please tell us how you feel you meet the conditions for the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Continue on another sheet if necessary.

Kenton School Safe Recruitment Form

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

Full name and address:				
Date of birth:				
Any previous names / surnames:				
School applying to:				
Post applying for and the reference number:				
Have you ever been convicted of a criminal offence or been the subject of a caution, warning or reprimand (other than those that are subject to filtering)?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary):				
Is your name currently on Barred List (list of people legally barred or restricted from working with children)?	Yes		No	
Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary):				
Have you been DBS cleared by Newcastle City Council within the last 3 years?	Yes		No	
If yes, have you had a break in service in the last 3 years?	Yes		No	
Do you give your consent to an external ID validation check (if required)	Yes		No	

I am registered with the DBS online update service	Yes		No	
If yes, I hereby give Newcastle City Council permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission for them to take a copy of my certificate and that the relevant information will be stored on a secure database as part of the employment check process.	Yes		No	
I confirm that I have read the Safe Recruitment Statement that accompanies this form	Yes		No	

I certify that to the best of my knowledge the information I have given on this form is correct.

I agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

Signed: Date:

Safe Recruitment Statement

It is essential that you:

- read and retain this statement; and
- complete and return the attached form to the recruiting school with your application form.

The school and Newcastle City Council are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>).

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will 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.

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are currently employed by Newcastle City Council and have obtained an Enhanced Disclosure with Newcastle City Council within the last 3 years, it may not be necessary to apply for another Disclosure. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce.

To speed up the appointment process, please inform us of your registration status. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you be offered an appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

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 offence(s). The DBS has a code of practice, which we fully comply with. If you want a copy of the code, please contact the Employee Services team on 0191 211 6675.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.

If you are invited for interview, we shall assess:

issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

If you are offered the post, we shall ask for evidence of:

- your identity; and
- your qualifications (including any relevant professional registration).

We shall also check:

- that you are medically fit to undertake the role.

References:

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Part C

Monitoring Equal Opportunities

Name:
Job you are applying for:
Directorate or school: KENTON SCHOOL

Equality in employment

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

Sex

Are you: male? female?

Disability

The Disability Discrimination Act defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

Do you consider you have a disability under this definition? Yes No

Are you responsible for caring for anyone?

I am not responsible for caring for anyone.	<input type="checkbox"/>	I care for another relative.	<input type="checkbox"/>
I care for children.	<input type="checkbox"/>	I care for someone else (please say who).	<input type="checkbox"/>
<input type="text"/>			

Which age group do you fit into?

16 to 24 25 to 44 45 to 64 65 to 74

How would you describe your ethnic background?

White:

British

Irish

Any other white background

Black or black British:

Caribbean

African

Any other black background

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Any other Asian background

Mixed:

White and black Caribbean

White and black African

White and Asian

Any other mixed background

Chinese or other ethnic group:

Chinese

Any other ethnic group

Marriage or civil partnership – please tick the box which applies to you

Please tick the appropriate box to show which applies to you.

Married

Divorced

Widowed

In a civil partnership

My civil partnership has been legally ended

Single

How would you describe your sexuality?

Heterosexual

Gay man

I would rather not say.

Gay woman or lesbian

Bisexual

How would you describe your religion and beliefs?

Buddhist

Hindu

Muslim

Sikh

Jewish

Christian (Church of England, Catholic, Protestant and other Christian denominations)

Other

No religion

I would rather not say.

Where did you find out about this vacancy?

Our jobs bulletin

Local press

Other (please say which)

Website (please specify below)

National press

People who already work for us

Do you work for us? Yes No

If 'Yes', would this job be promotion for you? Yes No