

Application for Employment (Confidential)

Please complete in black or dark blue ink. Typewritten applications are also acceptable

Post details

Job title:	Your application should be returned to:
Advert reference number:	
School or unit: Ben Rhydding Primary School	
Closing date:	

Personal details

Surname:	Forename(s):
Previous Surname(s):	
<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state):	
Home Address:	Address to which correspondence should be sent if not home address:
Postcode: Email:	
Daytime telephone number:	Evening telephone number:
Do you hold a current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
National Insurance Number:	

Important Notes

Rehabilitation of Offenders Act (1974)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act must be declared. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background. If you are the successful applicant you will be provided with a Criminal Records Bureau disclosure, application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Policy Statement

Bradford Council and its employees are committed to the rights of the child, the child's safety and emotional well being, and the protection of the child from all forms of abuse.

Equal opportunity and employment

As an Equal Rights employer, Bradford Council seeks a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

Ethnic classification

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

Please Note: These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist the Council to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

I am: Female Male

Date of birth:

Job Sharing

If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time

Job share

Either

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

Disability

Bradford Council is committed to providing access to employment opportunities for disabled people. To assist us in carrying out this policy please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.

Do you consider you have any medical condition or disability which may be covered by the provisions of the Disability Discrimination Act (1995)?

Please tick. If you answered YES, please give brief details

No Yes (Details):

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

No Yes (Details):

Health

Please indicate number of days absence from work due to illness in the last 12 months:

Reasons for illness:

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.

Language skills

Do you speak or write any languages other than English?	Speak	Write
Language: German	<input type="checkbox"/>	<input type="checkbox"/>
Language: French	<input type="checkbox"/>	<input type="checkbox"/>

Employment history

Current or most recent employment:	
Post title:	Employer's name and address: (Including LA, name of school, type and group number, if applicable) Telephone: Length of notice or date able to commence:
Dates from / to:	
Salary or wage:	
Allowances, or additional salary points:	
If part time please show weekly hours:	

Brief description of duties:

Previous employment:					
Employer's name and address <small>(inc LEA and type of school if applicable)</small>	Position held <small>(if part time, show weekly hours)</small>	Salary / wage	Dates		Reason for leaving
			From	To	

For Headteacher and Deputy Headteacher posts only:

Is your current school designated by Ofsted as requiring Special Measures or having Serious Weaknesses?
 Yes No

Education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

School, College or University	Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	How obtained (Full time, part time or correspondence)	Period of study	
				From	To

Applicants for Teaching Assistant posts must provide the following information:

Do you hold the Teaching Assistant qualification?

Date when qualified:

Date when completed induction:

Please state class and division of your degree:

Honours: Yes No

Other training

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

Course and training details	Results	Where obtained	Full time, part time, residential	Dates	
				From	To

Additional information

All applicants. Use the space below to show you have the skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification. Please include details of home based work, work in the community or with voluntary groups and your leisure interests to support your application. You may use separate sheets if necessary.

References

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name please supply the name by which you were known. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative as a referee.

If you are applying for a teaching post or working with children and are employed by another LA or an independent school your employer will be asked to provide a reference, in which the following will be required. Any reference, must include any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired and whether the applicant has been the subject of any child protection concerns and any outcomes. Please name at least one other referee. If you are not currently employed by an LEA or independent school please name two referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

Name of referee	Status or job	Address for contact
May we approach your present employer before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Declaration

A candidate for any appointment with the Council must state below any known relationship to a Councillor, Co-opted Member, Director or Assistant Director of the Council when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to a Councillor or Senior Officer of the Council? Yes No

If YES, give details:

I DECLARE THAT THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.

Signed:

Date:

How did you learn of this vacancy?

Data Protection Act (1998)

Information from this application form may be held within the LEA. The City of Bradford Metropolitan District Council is registered under the Data Protection Act (1998), individuals have the right of access to personal data concerning them.

For selectors' use only For selection and monitoring purposes

PERSONNEL SPECIFICATIONS			Comments:
Experience		Equal Opportunities	
Qualifications	*QTS (teachers only)	Disposition and Attitude	
	Other qualifications		
Training	Practical and Intellectual Skills		
Special Knowledge	Physical / Sensory	** Medical fitness to teach (teachers only)	
		Other physical / sensory	
Personal Circumstances	Other		