

Application Form for Employment

Thank you for your interest in Gloucestershire County Council.

It is important that you refer to the guidance notes before completing this form. Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

This form is also available in large print, Braille or on audiotape on request.

Application for this position of

Position Ref No

Employment History – see section 1 of the guidance notes

(Please give details of your current or most recent employment)

Position Title	To	From
Employer Name	Salary	
Hours worked	Period of notice	
Reason for leaving		
Description of key duties and responsibilities		

Previous Employment (Please give details of all previous positions you have held since leaving school, starting with the most recent first).

To	From	Employer	Position Title	Reason for leaving

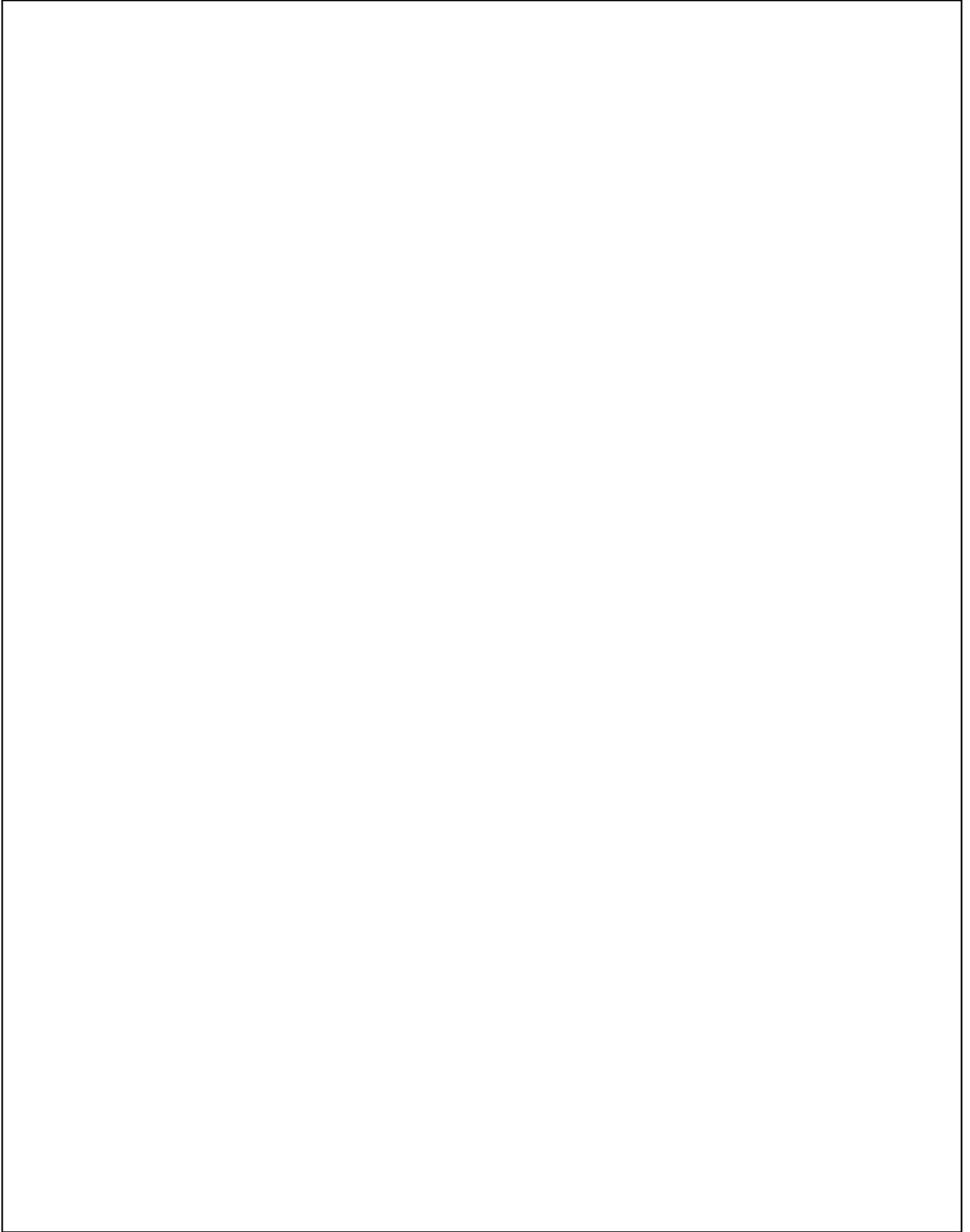
Please give details of any gaps in your employment history

Relevant skills and experience - see section 2 of the guidance notes

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.

It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum. This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

Relevant skills and experience continued

A large, empty rectangular box with a thin black border, intended for the user to write their relevant skills and experience. The box occupies most of the page below the header.

Education/Qualification – see section 3 of guidance notes

You will be asked to provide us with original copies of your qualifications, if you are offered the position. (Teachers should ensure that they include age range(s) and subject(s) they are qualified to teach).

Qualification Taken	Grade	Name of Educational Establishment

Training and Development – see section 4 of guidance notes

Please provide details of all training and development undertaken relevant to this position within the last five years.

Year Course Taken	Course Title	Outcome – grade achieved where relevant

Membership of Professional Bodies relevant to this position – see section 5 of guidance notes

Body/Institution	Grade	By Examination/Election/ Assessment

Dates not available for Interview in the next 2 months – see section 6 of guidance notes
(if these dates are on the interview date, we will try and re-arrange but cannot guarantee this).

Applicants with a disability – see section 7 of guidance notes

We are committed to removing barriers to the employment of people with disabilities, who are under represented in our workforce. We are an accredited ‘Two Ticks’ symbol employer and applicants with a disability will be guaranteed an interview if they meet the essential criteria for the position they are applying for.



Do you consider yourself to have a disability? **Yes** **No**
Would rather not state

Driving licence – for positions that involve driving only

Do you hold a current, full, driving licence, which is valid for driving in the UK? **Yes** **No**
Motorcycle **Car**

If you have a disability, we will discuss with you, at interview, whether reasonable adjustments can be made.

Teachers only

DCSF Ref No _____ Date of qualification _____
Have you completed an induction year as a Newly Qualified Teacher? **Yes** **No**

Social Workers only

Are you registered with the General Social Care Council? **Yes** **No**
If yes, please provide us with the following details
Registration No _____ Date of registration/ _____
Re-registration _____

Job share - see section 8 of guidance notes

As an equal opportunities employer the Council considers applications for job-sharing.
Are you interested in applying for a job share? **Yes** **No**

If so, please state days/hours you prefer to work.

Please be prepared to talk to the interview panel about the job share arrangement that you wish us to consider. We will consider your request, however, there will be occasions when a job share arrangement will not be possible.

Criminal Convictions – see section 9 of guidance notes

For positions not involving work with children, families and vulnerable adults.

(a criminal conviction is not necessarily a bar to employment with the council.)

Do you have a criminal conviction which is unspent? **Yes** **No**

Or pending against you? **Yes** **No**

For positions working with children, families and vulnerable adults only.

Have you ever been convicted of a criminal offence? **Yes** **No**

Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974? **Yes** **No**

Do you have a criminal conviction which is unspent? **Yes** **No**

Or pending against you? **Yes** **No**

Redeployment Register - Internal candidates only – see section 10 of guidance notes

Are you on the County Council’s Redeployment Register? **Yes** **No**

Are you related to any County Councillor in Gloucestershire or to any employee of the County Council or does your spouse/partner work for the Council? **Yes** **No**

If yes, please provide details.

Seeking support for your application from the above person(s), either directly or indirectly, will disqualify you from appointment.

Health – see section 11 of guidance notes

Please state the number of days you have been absent from work due to sickness/injury in the last two years (please state dates and reasons for absence). Please note that your referee will be asked to confirm these details.

Dates		Reason for absence
To	From	Total Days

References – see section 12 of guidance notes

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. **To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Could you therefore provide us with full details of your referee’s e-mail address.**

<p>Referee One: If you are invited for interview may we approach this referee without further reference to you? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>Job title: _____</p> <p>Email: _____</p> <p>Address: _____ _____ _____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p>	<p>Referee Two: If you are invited for interview may we approach this referee without further reference to you? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>Job title: _____</p> <p>Email: _____</p> <p>Address: _____ _____ _____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p>
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Personal Details – see section 13 of guidance notes

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.

First Name:		Title:
Surname:		
Former name(s):		
Address:		
Post code:	Tel no:	
Mobile no:	Email Address:	
Please tick one box to indicate your preferred method for receiving correspondence from us about the next stage of the selection process.		Letter <input type="checkbox"/> E-mail <input type="checkbox"/>

To help us monitor the success of our advertising, please state where you saw this position advertised.

This form should be returned to (e-mail and postal address)

Amberley Ridge School
Rodborough Common
Stroud, Gloucester, GL5 5DB
or email to admin@amberleyridge.gloucs.sch.uk

Declaration – see section 14 of guidance notes

I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

Signed: _____ Date: _____

Equal Opportunities in Employment

The County Council is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

What is your ethnic group?

◆ Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural

background:

(a) White

- British
 Irish
 Any other White

background

please write in below

(b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

please write in below

(c) Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Please write in below

(d) Black or Black British

- Caribbean
 African
 Any other Black

background

Please write in below

(e) Chinese or Other ethnic

Chinese

- Any other

Please write in below

Would rather not state

Which of the following best describes your religion/belief?

- Buddhist Christian Hindu Jewish Muslim Sikh None
 Other (please specify) **Would rather not state**

Which of the following best describes your sexual orientation?

- Heterosexual Gay Lesbian Bisexual Would rather not say

Which of the following best describes your gender?

- Male Female Date of Birth / / Age

Data Protection

The information supplied on this form is being collected as part of the Council's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the Council to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.

Applicant's self assessment
(Please do not return this with your application form)

The checklist will help you ensure your application form is completed fully and that you have demonstrated your skills and experience against the person specification.

	Completed ✓
Have you read the guidance notes for completing this application? These will assist you in completing your application.	<input type="checkbox"/>
Have you completed all sections of the application form?	<input type="checkbox"/>
Does your personal statement cover all the essential criteria of the person specification? The essential criteria are the minimum standard we expect for the role. If you do not meet the essential criteria, as a minimum, you will not be short-listed.	<input type="checkbox"/>
Have you completed the personal details section fully? We will use this information to contact you, if you are selected to proceed to the next stage. Please ensure that you confirm on your application, how you wish to be contacted, either by letter or e-mail.	<input type="checkbox"/>
Ensure that you send your application to the correct e-mail address or postal address. It is our preference that applications are received on-line or by e-mail.	<input type="checkbox"/>
<p><u>Immigration (Restrictions on Employment) Order 2004</u></p> <p>We have a legal obligation to ensure the people we employ can legally live and work in this country. If you are successful with your application, we will ask you to provide documentary evidence that you can live and work in the United Kingdom. Further details will be provided, if your application is successful.</p> <p>Those applicants from outside the EEA and Switzerland who wish to apply for a job must ensure they meet the new criteria from the 1 November 2008. Information on the new criteria is available on www.ukba.homeoffice.gov.uk/workingintheUK</p>	<input type="checkbox"/>

We look forward to receiving your application.

HRGlobal /AllStaff /Rewards & Relations /28.10.08 /RM