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| Xentrall Office Use | |
| Applicant No: |  |

APPLICATION FOR EMPLOYMENT

PART ONE

Please read the guidance notes provided before completing this form

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| Post applied for: |  | Post Number: | |  | |
| Are you applying for this post on a part time basis? | |  | Yes |  | No |
| Title: | Forename(s): | Surname: | | | |
| Address:                Postcode: | | Home telephone no: | | | |
| Work telephone no: | | | |
| Mobile no: | | | |
| Email address: | | | |
| Can we contact you regarding this application via email? | | | |
|  | Yes |  | No |

|  |  |
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| **Current / Most Recent Employment** | |
| Post Title: | |
| Name and address of employer |  |
| Postcode: | Start date: |
| Leave date (if applicable): |
| Current earnings: |
| Grade / Scale: |
| Period of notice required: |
| Reason for leaving: |

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| **Previous Employment** (from leaving school, include unpaid / voluntary work) | | | | | | | |
| Detail all employment, most recent first, and explain gaps i.e. unemployed, career break, maternity etc. | | | | | | | |
| Dates from: | | Dates to: | | Employer name, address and telephone no. | Post Title | Salary | Reason for leaving |
| MM | YYYY | MM | YYYY |
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| **Previous Employment – continued** (from leaving school, include unpaid / voluntary work) | | | | | | | |
| Detail all employment, most recent first, and explain gaps i.e. unemployed, career break, maternity etc. | | | | | | | |
| Dates from: | | Dates to: | | Employer name, address and telephone no. | Post Title | Salary | Reason for leaving |
| MM | YYYY | MM | YYYY |
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| **Qualifications** (include secondary education) | | | | | |
| Subject  e.g. Maths | Level  e.g. GCSE | Grade | Date of Award | | Awarding Body (if known)  e.g. City & Guilds |
| MM | YYYY |
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| **Non-qualification courses and further training** | |
| Details: | Date |
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| **Are you a member of any professional / technical bodies?** | | | |
| Professional / Technical Body | Class of Membership | Date obtained | Registration / reference no. |
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| **Driving ability** | | | | |
| Do you hold a current driving licence as required for the post? |  | Yes |  | No |
| Have you had any endorsements in the last five years? |  | Yes |  | No |

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| **Personal Statement** |
| Please read the job description and person specification. Provide evidence of your suitability for the post. Ensure you include information about each criteria identified as AF (application form) in the person specification. Please continue on a separate sheet if necessary. |
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| **References:** | |
| Provide contact details of two independent referees. One must be your current or most recent employer. | |
| Title:  Name:  Occupation / status:  Address:              Postcode:  Telephone number:  Fax number:  Email address:  Can we contact prior to interview?  Yes  No | Title:  Name:  Occupation / status:  Address:              Postcode:  Telephone number:  Fax number:  Email address:  Can we contact prior to interview?  Yes  No |

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| **Disclosure Information** – only applies if the post requires a Disclosure and Barring Service (DBS) check. | | | | | | | | | | | | | | | | | |
| 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 at the Disclosure and Barring Service website. | | | | | | | | | | | | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? | | | | | | | | | | | | | | | | | |
|  | Yes |  | No | If yes, please specify giving dates: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Do you have a DBS certificate? | | | | |  | | Yes | |  | | No | | | | | | |
| Have you subscribed to the update service? | | | | | | | | |  | | Yes | |  | | No | | |
| If yes: | | | | | | | | | | | | | | | | | |
| Please indicate level of check: | | | | |  | Standard | | | | | |  | | Enhanced | | | |
| Please indicate workforce: | | | | |  | Child | |  | | Adult | |  | | Child and Adult | |  | Other |

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| **Disqualification from Caring for Children Regulations (DCCR) 2002** | | | | |
| Have you ever been disqualified under DCCR 2002? |  | Yes |  | No |

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| **Relationships** | | | | |
| Are you related to any Elected Member / Senior Officer of the Council? |  | Yes |  | No |
| If yes, please give details: | | | | |
| Are you directly or indirectly involved with any other business interest? |  | Yes |  | No |
| If yes, please give details: | | | | |

Recruitment Equality Monitoring Form

PART TWO

THIS SECTION WILL BE REMOVED BEFORE THE SELECTION PROCESS

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| Post Number: |  |

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| --- | --- | --- | --- |
| Gender |  | Date of birth |  |
| Age |  | Marital Status |  |

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| Are you currently employed by the Council? |  | Yes |  | No |
| Where did you see this post advertised? |  | | | |

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| **Ethnic Origin** | | | |
| White | | Black / African / Caribbean / Black British | |
|  | English / Welsh / Scottish / Northern Irish / British |  | Caribbean |
|  | Irish |  | African |
|  | Gypsy or Irish Traveller |  | Any other black background – please |
|  | Any other white background – please specify: |  | specify: |
| Asian / Asian British | | Mixed / Multiple ethnic groups | |
|  | Indian |  | White and Black Caribbean |
|  | Pakistani |  | White and Black African |
|  | Bangladeshi |  | White and Asian |
|  | Chinese |  | Any other mixed / multiple ethnic |
|  | Any other Asian background – please specify: |  | background – please specify: |
| Other ethnic groups | |  | |
|  | Arab |  | Prefer not to say |
|  | Any other ethnic background – please specify: |  | |
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| Country of Birth |  |
| Nationality |  |
| Dual Nationality – please specify |  |

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| Religion and belief | | | | | |
|  | Buddhist |  | Jewish |  | Other |
|  | Christian |  | Muslim |  | None |
|  | Hindu |  | Sikh |  | Prefer not to say |

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| Sexual orientation | | | | | | | |
|  | Bisexual |  | Gay / Lesbian |  | Heterosexual / straight |  | Prefer not to say |

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| Has your gender identity changed from the gender you were assigned at birth? | | | | | |
|  | Yes |  | No |  | Prefer not to say |

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| Pregnancy | | | | |
| Are you currently pregnant or on maternity leave? |  | Yes |  | No |

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| **Disability** | | | | |
| The Council is positive about disability and welcomes applications from disabled people. | | | | |
| Do you consider yourself to be a person with a disability as described in section 60 of the Equality Act 2010? |  | Yes |  | No |

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| **Eligibility to work in the United Kingdom** | | | | |
| To ensure the Council complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom. | | | | |
| Please provide your National Insurance number |  | | | |
| Are there any restrictions regarding your right to work in the UK? |  | Yes |  | No |
| If yes, please give details: | | | | |

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| **Declaration** | |
| I declare that the information given in this application is true. I have not canvassed directly or indirectly any Elected Member or Officer of the Council, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in dismissal. | |
| Insert name: | Date: |

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| **Data Protection Information** |
| The personal information supplied by you on this application form will be used only to consider your application for employment with this Council. Certain anonymised data could be passed to other candidates should a request for information be made.  If you are short-listed, your referees may be contacted prior to interview and a confidential reference will be requested.  The information supplied on the Recruitment Equality Monitoring form will be used only for the purposes stated and will be retained in an anonymous format. The information you supply will only be retained as long as necessary for the purposes of recruitment and monitoring. |

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| Post to: | Red Hall Primary School, Headingley Cresent, Darlington, DL1 2ST, Tel: 01325 254770 or email your application to admin@redhall.darlington.sch.uk |

DBC Master Application Version June 2014