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**Application for Employment**

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| Thank you for your interest in this vacancy.  This pack includes a job description which outlines the main duties of the post, a person specification which lists the essential and desirable knowledge, skills and qualifications needed to do the job and this form.  If you are applying for more than one job you must complete a separate application form for each job.  **Remember, the information you give in this form is our only way of knowing whether you’re suitable for the job or not.**  Please do not send a CV as we do not accept them.  **Please complete in black ink or type.**  Incomplete applications will not be considered **and** Applications received after the closing date will not be considered.  If you do not receive a further communication from us within four weeks of the closing date, please assume that on this occasion your application has not been successful. Good Luck! | |
|  | **Applicant Ref:** |

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| **Post Applied For:** | | |
|  | | |
| Title:  Surname:  Previous Surname(s): |  | Forename(s): |
|  | | |
| Address:    Post code: |  | E-mail: |
|  |
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|  | Work telephone:  Home telephone:  Mobile telephone: |

*Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction is shared by all staff and volunteers of Newfield School.*

Equal opportunities in employment



**Monitoring Questionnaire**

Blackburn with Darwen Borough Council is an equal opportunities employer. We believe everyone who applies for a job or works for us should be treated fairly. We welcome applications from people of all ages, backgrounds, with or without disabilities and with different family circumstances.

To help us check that we are attracting this broad range of people and that we have policies in place to support people who work for us, please answer the questions in the shaded boxes.

The information you give us (but not your name or address) will be recorded on the Council’s equal opportunities database and will be analysed regularly to check our recruitment and selection procedures. This form will be separated from your application and the recruitment panel/interviewers will not see the answers you give here.

Thank you for your co-operation.

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| **The information provided here will be detached from your application and will not be available to the recruitment panel** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Please tick the box which best describes your ethnic origin:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | a1. White-British | a2. White-Irish | | | | | | | | a3. White-Other | | | | | | | | | (please specify) | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | |
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|  | b1. Mixed White & Black Caribbean | | |  | | | | b2. Mixed White & Black African | | | | | | | | | | | | | | b3. Mixed White & Black Asian | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | b4. Any other mixed background | | |  | | | | (please specify) | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | c1. Asian or Asian/British Indian | | |  | | | | c2. Asian or Asian British Pakistani | | | | | | | | | | | | | | | | c3. Asian or Asian/British Bangladeshi | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | c4. Any other Asian background | | |  | | | | (please specify) | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | d1. Black or Black/British Caribbean | | |  | | | | d2. Black or Black/British African | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | d3. Any other Black background | | |  | | | | (please specify) | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | e1. Chinese | | |  | | | | f1. Other ethnic group | | | | | | | | | (please specify) | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  | |
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|  | **The following information will be used to help us create family friendly policies.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | Do you have any children who rely on you for day-to-day care and attention? | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | No | | | | | | Sometimes | | | | | | |  | |
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|  | If yes or sometimes, please list their ages on the next August 31 | | | | | | | | | | |  | |  | | | |  | |  |  | |  | | | |  | | |  | |  | | |  | |  | |  | |  |  |  |  |  | |  | |
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|  | Please use the boxes. For example, if you have 2 children aged 2 and 14 you would write: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | 0 | | 2 | |  | 1 | 4 |  |  | |  | |
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|  | Do you have any other relatives/friends that rely on you for day-to-day care and attention? | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | | | Sometimes | | | | | | |  | |
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|  | **Disability:** Do you consider yourself to be a disabled person? | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | | | (Please see guidance notes at end of application form) | | | | | | | | |
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|  | **Gender**: Are you: | | | | | | Male? | | | | Female? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | **Age:** What is your date of birth? | | | |  | | | |  | | | | | | (dd/mm/yy) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Internal/External:** Are you: | | | | | | Employed by this Council? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | |
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|  |  | | | | | | Employed in local government elsewhere? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | |
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|  |  | | | | | | Not employed in local government? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | |
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|  | **How did you hear of this vacancy?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | ‘The Job’/Vacancy Express  (the Council’s bulletin) | |  | | | Redeployment register | | | | | | | | | | Job Centre | | | | | | | | | | | | | | | | | Relative/Friend | | | | | | | | | | | | | |  | |
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|  | The Council’s website | |  | | | Newspaper /magazine | | | | | | | | | | Which one?: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | |
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|  | Other website | |  | | | Which one?: | | | | | | | | | | Other | | | | | | | | | | Please state: | | | | | | | | | | | |  | | | | | | | | |  | |
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|  | **Confidential**  **Application for Employment** | **Applicant Ref:** |

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| **Post Applied For:** | | | | |
| **Present/most recent job** | | | | |
| Job title: |  | |  | Employer's name and address: |
| Date started:  DD/MM/YY |  | |
| Date left and reason for leaving (if applicable):  DD/MM/YY |  | |
| Annual salary (gross): |  | |
| Notice required to give to present employer: | |  |
| Brief description of duties and responsibilities: | | | | |

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| State any dates when you **will not** be available for interview within the next two months:  *In some cases, and in particular where we have advertised proposed dates for interview, it is not possible to reschedule interviews if you are not available* |
| **Education, job related qualifications and training and specialised training**  Give details of your education, qualifications and any relevant training/short courses you have attended or are completing, starting with secondary school (use an additional sheet if necessary).   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Secondary School, College or University | Qualifications or Subject | Grade | Date Started DD/MM/YY | | | Date Ended DD/MM/YY | | | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |

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| Secondary School, College or University | Qualifications or Subject | Grade | Date Started  DD/MM/YY | Date Ended  DD/MM/YY |
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| **Employment background and Gaps in Employment**  **Please explain any gaps in your employment or education history, including any periods of unemployment, using a separate sheet if necessary**  Please give details of all your previous jobs since leaving school/college in **date order** starting with most recent, including any unpaid or voluntary work. **Please ensure you include full employment date information e.g. DD/MM/YY** | | | | | |
| **From**  Date  Month  Year | **To**  Date  Month  Year | Place of work/employer  **OR**  Gap explanation | Salary  **OR**  Grade | Job Title | Reason for leaving |
| ***Example***  *01/02/2005* | *01/12/2005* | *Asda* | *£12,000* | *Cleaner* | *To be a full-time mum* |
| ***Example***  *01/12/2005* | *1/6/2009* | *GAP – stay at home parent* | *N/A* | *N/A* | *N/A* |
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| **Pre-booked Holidays**  Please state the dates of any pre-booked holidays you have, within and outside of term-time: |

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| **Professional Bodies** |
| Please give details of any professional bodies, guilds or craft association to which you belong, (Please state the status of your membership e.g. Associate, Member, Student, Fellow, etc, and the date you were admitted to the body) |

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| **References** | | | | | | |
| Please give the name and address of two people we can approach for reference.  **One of these should be your current/most recent employer. References from relatives or friends will not be accepted.**  Where possible your referees should be able to tell us about your ability to do the job you are applying for and your suitability to work with children and vulnerable adults. We will always take references from your current or most recent employer and may ask for references from any of your previous employers.  **We will not accept two references from the same organisation, nor are we able to send/receive reference to personal email addresses.**  **Please note we will not make an offer of employment until we have received two satisfactory references.** | | | | | | |
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| **Referee One** | | |  | **Referee Two** | | |
| Name: |  | |  | Name: |  | |
| Current Employer | |  |  | Current Employer | |  |
| Previous Employer | |  |  | Previous Employer | |  |
| Non-employer | |  |  | Non-employer | |  |
| If referee is non-employer, please state relationship: | | |  | If referee is non-employer, please state relationship: | | |
| Address: (including post code) | | |  | Address: (including post code) | | |
| Telephone no: | | |  | Telephone no: | | |
| E-mail: | | |  | E-mail: | | |
| Can we contact Referee One prior to interview?  **Yes**  **No** | | |  | Can we contact Referee Two prior to interview?  **Yes**  **No** | | |

**Relevant skills, knowledge and experience**

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| This page is very important. It's your chance to tell us why you think you can do the job.  Think carefully about relevant examples you can use from at home, school, and leisure, paid or unpaid employment and use this page to show how you meet the items on the person specification  The information you provide here is important in determining whether you are shortlisted or not. We can only invite you for interview if we can clearly see you meet the essential requirements of the post.  Continue on an additional sheet if necessary ensuring you write your full name, the title of the job you are applying for and the vacancy reference number on the top of each additional sheet of paper used. |

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| **Disclosure of Criminal Background**  The Rehabilitation of Offenders Act 1974 says after a certain time some convictions are 'spent.' That means you do not have to tell us about those convictions.  However jobs working with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act, and therefore by law **you must** tell us about all convictions, spent or not, (unless covered under the minor filtering of convictions legislation) cautions and bind-overs and give the dates.  Have you ever been found guilty of a criminal offence or been given an official caution? **Yes  No**  If yes, please provide full details including date of conviction/caution, conditional discharge or bind-over, court, nature of offence and sentence imposed on a separate piece of paper and place in a sealed envelope marked “Private and Confidential - For the Attention of the Interview Panel”. Please return this envelope with a hard copy of your completed application form.  Any offer of employment will be subject to a satisfactory check supplied by the Disclosure and Barring Service (DBS). The check will include any cautions, reprimands or final warnings as well as convictions.  Have you registered to join the DBS update service? **Yes**  **No**  *Keeps your DBS certificate up-to-date for a small annual subscription and enables employers to carry out free, instant online status checks on your certificate*  We will ask you to sign below to say the information you have provided about your criminal record is true. If you do not tell us about any criminal conviction, your application will be disqualified or, if you have started work, you could be dismissed without notice. For more information about the DBS visit [www.gov.uk/jobs](http://www.gov.uk/jobs) | | | |
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| Are you disqualified from working with children or vulnerable adults, on the Disclosure and Barring Service Barred List for either children or adults and/or subject to any sanctions imposed by a regulatory body i.e. GSCC, List 99, POCA/POVA Lists? **Yes**  **No** | | | |
|  | | | |
| Are you related to any employee or member of the Governing Body of Newfield School, a pupil attending Newfield School or elected member or senior officer of the Council? **Yes**  **No** | | | |
| If YES, please give details       *Canvassing directly or indirectly will disqualify candidates* | | | |
|  | | | |
| Current legislation means that you will need to provide documentary evidence (for example your passport, birth certificate and National Insurance number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this before you take up the job. | | | |
|  | | | |
| **Data Protection Act**  In accordance with the Act, you should be aware that the personal details submitted with this application form will be used for selection purposes and for employment records if your application is successful. | | | |
|  | | | |
| **Declaration**  I certify that the information given on this form is, to the best of my knowledge, correct and complete, and I understand that by deliberately giving false or incomplete answers, I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police. | | | |
| **Signature:** |  | **Date:** |  |

**You can post your form to: Or email your form to:**

Recruitment Team [recruitment@newfield.blackburn.sch.uk](mailto:recruitment@newfield.blackburn.sch.uk)

Newfield School

Old Bank Lane

Blackburn

BB1 2PW



**Disabled and sensory impaired applicants**

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| **Blackburn with Darwen Borough Council welcomes applications from people with disabilities**  We would like to take account of any special requirements that disabled and sensory impaired applicants may have during the recruitment process. |
| **Disability:** Do you consider yourself to have a disability? **Yes  No**  (please cross)  **Do you have any special requirements in relation to the recruitment process?**  For example support on arrival on site, wheelchair access etc. **Yes  No**  (please cross)  If yes, my special requirements are: |
| As a disability confident employer, the Council guarantees an interview for people who disclose they have a disability and who meet the essential criteria.  This means that, although we cannot guarantee you a job, we can at least guarantee an interview, ***providing*** you have declared a disability above and you have satisfied the essential criteria (i.e. skills, experience etc.) for the job.  Disabled applications will be identified before interview lists are drawn up.  At the interview you will be assessed along with all the other applicants under the usual recruitment procedure.  If you are offered the job we will consider, in consultation with you, any adjustments to the working conditions or environment that may be required to enable you to carry out the job  **Your application**  There is no legal requirement to provide information about your disability on this form. However, you are encouraged to do so in fairness to yourself and for us to meet our commitments of our Equal Opportunities Policy.  **Please return this form with your application form and the equal opportunities monitoring form.**  **Thank you for your co-operation.** |