

E1/

Application for employment

Applicant's name

Title of post
applied for

Job ref. no.

Department/Establishment

Closing date

Guidance for completion of the application for employment form

This information has been compiled to assist you in the completion of the application form.

Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application in full. If you wish to complete by hand please use black ink.

Completing your application form

- **Read** through the information you have been sent and particularly study the advertisement, job description and person specification, (where applicable).
- **Complete** as fully as possible all of the sections. If any information requested is not applicable to you then please state this in the relevant section.
- **Curriculum Vitae (CV)** – Please do not enclose a CV. You are asked to complete the application form in full. If a CV is required this will be specifically requested. It is acceptable, however, to provide additional information in support of your application, but this should be relevant to the job you are applying for.
- **Returning your form** – Please return to the address given in the supporting information. All applications received at Wiltshire Council are handled in accordance with the requirements of the Data Protection Act 1998.

Commitment to disabled people

Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.



Guaranteed Interview Scheme: We have been awarded the Double Tick Symbol, meaning we offer a guaranteed interview to any disabled person who applies for a position, declares their disability and meets the minimum criteria of the person specification. (Note: this has not been adopted by all Wiltshire Schools).

Support and assistance: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please ask our Recruitment Team, tel. **01225 718040** or email **recruitment@wiltshire.gov.uk** if you need any assistance in completing the application form, or if you need information in an alternative format. The textphone number for deaf and hard of hearing applicants is **01225 712500**.

If you are invited for interview, you can indicate if you need any assistance or reasonable adjustments in order to be able to attend and wherever possible we will make the necessary arrangements. Examples could include:

- a car parking space for interview
- ensuring that the interview is held in an accessible room or building
- arranging for assistance with communication at interview
- facility to be accompanied by a carer, assistant or other person.

Before any interview, we will let you know:

- the location, date and time of the selection process.
- the way we will conduct the selection process, eg use of tests, presentations, group discussions. This will give you a chance to contact us to discuss any adjustments or assistance.

Definition of disability: Under the Disability Discrimination Act 1995 a person has a disability if “she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities”.

Impairment: This includes mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.

Substantial: This is something more than minor or trivial and beyond normal differences in ability which may exist among people.

Long-term adverse effect: The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person’s life. If the effect is likely to recur beyond 12 months it is treated as long term.

Normal day-to-day activities: These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.

An impairment has a substantial adverse effect if it affects:

- | | | | |
|---|--|--|---|
| ● mobility | ● manual dexterity | ● physical co-ordination | ● continence |
| ● ability to lift, carry or move everyday objects | ● speech, hearing or eyesight (excludes the wearing of spectacles) | ● memory, or the ability to concentrate, learn or understand | ● the perception of the risk of physical danger |

Progressive illnesses and past disabilities: Progressive conditions are covered where impairments are likely to become substantial. Examples include cancer, multiple sclerosis, muscular dystrophy and HIV. The Act covers people from the time of the onset of the illness, even though at that time the effect on normal day-to-day activities may not be substantial. The Act also covers people who have had a disability in the past.

1. Personal Details

Forename/s	Surname
	Previous surname/s
Preferred title (Mr, Mrs etc)	Known as
Home address House number/street name Town County Postcode	Home telephone number
	Mobile telephone number
	Term time telephone number
Term time address (if different to the above) House number/street name Town County Postcode	Email address (Please be aware that if disclosed, this email address may be used for correspondence relating to this application)
	DCSF number
	GTC registration number

2. Newly qualified teachers – post May 1999

Please give details of your induction year and whether this was completed in full (If not applicable go to Section 3).

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3. Education and qualifications obtained

Please include all public examinations passed, including GCSE, NVQ/GNVQ and 'A' Levels (or equivalents). For degrees please specify class and division and whether honours. For professional teaching qualifications please state age-range/subject(s) trained to teach. If qualified teaching status was gained overseas please indicate whether this qualification is recognised in the UK.

Name, type and location of institute	Dates		Qualification	Main subjects	Grade/class
	From	To			

4. Other awards and courses attended in last four years

(Including evidence of continuing professional development).

College, education centre or institution	Dates		Award/course title and qualification
	From	To	

Employment history

Please note that under Safeguarding Children and Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired.

5. Current or most recent appointment

A reference may be sought from your head teacher. If you are a head teacher a reference will be sought from your Local Authority (LA).

Name, address and LA of school	Type of school number and sex of pupils	Title of post		Subjects taught
Year group of pupils taught	Full time, part time or supply	Dates		Name of head teacher
		From	To	

Level of current post (insert as appropriate)

Spinal point on main grade or upper pay spine	Additional allowances

Headteacher, deputy or assistant headteacher	ISR or group range	Spinal point

7. Additional experience outside teaching – full or part time

A reference may be sought from your previous employer prior to interview

Employer (with address and contact name for reference purposes)	Dates		Salary and grade	Job title and main duties	Reason for leaving
	From	To			

If you would like to include information about other experiences you have had outside of teaching please make a note below.

8. Personal referee

Character references will be sought from your current and previous employer(s) when available. However, when these are not available, or when you have a limited employment history, we may seek a reference from a personal referee. For this purpose, please state the name and address of a person whom you have known for at least three years, and who may be approached for a reference prior to interview. Please note: if the application refers to a church school this will need to be a clerical referee. You should quote someone who is currently employed in a position of responsibility, or who is deemed to be a professional person. It would be helpful if this referee can comment on your suitability for this post. **Please do not quote your current or previous headteacher/employer in this section.**

It is important that you make this person aware of the possibility that they will be asked to supply a reference.

Name and position/profession	Address	Tel. number and email address	Capacity in which you are known to this person
Name	Number/street		
Position/profession	Town		
	County		
	Postcode		

9. Disabled people

Whilst you do not have to declare a disability here, the council is committed to promoting employment opportunities for disabled people, who can face additional challenges to gaining employment. We operate the double tick symbol, which means that we offer a guaranteed interview to any disabled person who applies for a position and meets the minimum of essential criteria. (Note: not adopted by all Wiltshire schools.)



Do you consider yourself to have a disability? Yes No
(please see the guidelines for completing the application form)

Please indicate if you need any particular arrangements or modifications to assist you in attending the interview.

10. Convictions

Please give details of any conviction, including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a post).

- N.B. i) Road traffic offences should be included.
ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind-over orders could result in dismissal or disciplinary action by the authority. All convictions or cautions or bind-over orders must, therefore, be disclosed.

Conviction/caution/bind-overs	Penalty/sentence	Date

- Are your details held on List 99? Yes No
- Are you disqualified from working with children? Yes No
- Are you subject to sanctions imposed by a regulatory body, eg GTC Yes No

If yes, please give details below.

The post for which you are applying gives substantial access to children. You should therefore note that if your application is successful, you will be required to obtain a 'Disclosure' from the Criminal Records Bureau. Employment will be conditional upon the results of the 'Disclosure' obtained, which will indicate your suitability to work with children.

11. Additional information

- a) Do you have regular access to the use of a car, if required for this post? Yes No N/A
- b) Do you require a work permit? Yes No
- c) Are you related to or closely acquainted with any elected councillors or employee of Wiltshire Council? Yes No
(If Yes give details) _____
- d) The working time regulations place a maximum limit on weekly hours worked. Will you continue in any other employment, should you be offered this appointment? Yes No
If Yes, how many hours per week? _____

Please note:

- Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
- Canvassing of councillors, directly or indirectly, will disqualify your application.
- The appointment is subject to satisfactory evidence of your medical fitness, and the results of a 'Disclosure' from the Criminal Records Bureau, where applicable.
- The information that you supply will be used by Wiltshire Council for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
- Data Protection Statement – Data Protection Act 1998 Wiltshire Council has a duty to protect personal information; Wiltshire Council will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files.
- Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted. If you do not hear anything within six weeks you can assume that your applications is not successful, but thank you for your interest.
- Completion and submission of this form is taken as consent to process the information that you have provided.

Please sign and date here to confirm that the information given is accurate.

Signature _____ Date ____ / ____ / ____

Please also complete the equality and diversity monitoring form.

Note: If you are a current Wiltshire Council employee please complete the Equality and Diversity Monitoring Form, even if you have already given us this information, as we need this to help us monitor recruitment.

Please return to the address shown on the advertisement