

Job Ref:

Applic Ref:

Confidential SCH Application for Employment

Bolton Council Values Diversity and is striving to be an Equal Opportunity Employer

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment

Please complete in black ink or type

Post applied for:	School:
Surname: Dr/Mr/Mrs/Miss/Ms Previous names:	Forename(s):
Address: Postcode:	Date of Birth:
NI Number:	E-mail:
	Work telephone:
	Home telephone:

Education, job related qualifications & specialised training

School/College	Qualifications/training Proof of job related qualifications will be required	From To

How did you find out about this job, e.g. which publication?

Present/most recent appointment

Job title:	
Date started/ left if applicable:	
Weekly wage/salary:	
Notice required:	

Employer's name/address/e-mail:

Purpose of job:

Employment background Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable)

From month/year	To month/year	Place of work/employer (if applicable)	Scale/grade	Title/responsibility	Reason for leaving

<p>Have you ever been dismissed by any of the above employers? If Yes, further details may be required from you. Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>
--

References

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current employer/Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children, then one reference should be from a previous employer in a role related to this client group, if applicable. **References from friends or relatives will not be accepted.**

<p>(1) Name:</p> <p>Employer <input type="checkbox"/> Non-Employer <input type="checkbox"/> (please tick)</p>
--

<p>(2) Name:</p> <p>Employer <input type="checkbox"/> Non-Employer <input type="checkbox"/> (please tick)</p>
--

Address: (including Post Code)
Telephone No:
E-mail

Address: (including Post Code)
Telephone No:
E-mail

References will be sought prior to interview.

Owing to the nature and location of the work, the post is exempt from the previous provisions of the **Rehabilitation of Offenders Act 1974**, therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. The Council has the facility to check for previous convictions prior to employing staff who work with children and vulnerable adults.

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

Are you on List 99, POCA/POVA Lists, disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body i.e. GSCC? **Yes** **No**

In order to comply with our **Valuing Diversity Policy**, please indicate if you have a disability? **Yes** **No**

If YES, do you require any adjustments to the selection process? **Yes** **No**

If YES, please give details in your application

Do you wish to **job share?** (if available) **Yes** **No**

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Are you related to any member of the Council, Senior Officer or Governing Body?

If Yes, please give details **Yes** **No**

Data Protection Act

In accordance with the Act, you should be aware that the personnel details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful.

Declaration

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

Signature:

Date:

This form, when completed, should be returned to the address stated in the advertisement.

Relevant skills, knowledge and experience

Please use this page to show how you meet items on the Person Specification.
(Continue on an additional sheet if necessary)

Please see the Guidance Notes for further information.

Fairness in Employment Monitoring

Strictly Confidential

Post applied for:

Department:

Grade:

My Racial origin: *(please tick appropriate box)*

White British Irish European Other

Black or Black British Caribbean African

Asian or Asian British Indian Pakistani Kashmiri Bangladeshi

Mixed Race White and Black Caribbean White and Black African White and Indian White and Pakistani

Chinese/other group Chinese

For any other racial group please write in box

My gender: Female Male

My present employment:

I currently work for the Council Yes No

My disability status: *(please read the definition over the page before answering)*

I am not a disabled person I consider myself a disabled person

My age: 16-19 20-29 30-39 40-49 50-59 60-64 65 +

My religion:

Christian *(including Church of England, Catholic, Protestant and all other Christian denominations)* Jewish Muslim Buddhist Hindu Sikh None

Any other religion – please write in box

My caring responsibilities:

I look after children I help an adult with her/his daily routine

For Office Use Only

Part-time Full-time Permanent Fixed term Interviewees Candidate(s) selected

Department:

Adult Services Corporate Resources Legal and Democratic Services
 Chief Executive's Development & Regeneration
 Children's Services Environmental Services