

Application for Employment



Instructions

- Please complete all **sections** as well as the **Recruitment Monitoring Form**
- Please write in **black ink** so the form can be photocopied
- If completing this form by hand please ensure your writing is clear and legible so that all the information you provide can be considered. (For example you may wish to complete the form using **block** letters)
- Put your **name**, the job title of the **post applied for** and job **reference number** at the top of any additional sheets you use
- **Sign and date** the declaration at the back of this form and also sign the Recruitment Monitoring Form

Please see Appendix 1 for information on Data Protection

Any fields marked with an asterisk (*) are mandatory

Where options are outlined below please indicate which applies to you by inserting 'X'

1. **Post applied for ***

Reference number * Department*

Service Area Location

2. Personal Details

Title (please indicate the option which applies to you by inserting ✓ below)

Mr Mrs Ms Miss Other If other, please state

First name* Surname*

Have you ever used any other names?* Yes No

If yes, please state

First name Surname

Address (in full) *

Contact details

Email address*

This email address will be used to send all future correspondence about this job

Postcode *

Can we contact you by telephone?* Yes No Preferred contact telephone number

National Insurance Number Date of Birth*

If the duties of the job include travel, which could be to venues not accessible by public transport, are you able to make this requirement? Yes No

If the job requires you to travel and you intend to use a motor vehicle, do you hold a driving licence valid in the UK? Yes No

If you do have a driving licence please tell us what type

Full Provisional Other If other, please specify

How did you hear about this job*

Email	<input type="checkbox"/> Ncc website vacancy alert	<input type="checkbox"/> Vacancy alert
	<input type="checkbox"/> Other	
Internet	<input type="checkbox"/> Jobs.communitycare.co.uk	<input type="checkbox"/> Other online recruitment site
	<input type="checkbox"/> Jobseekers.direct.co.uk	<input type="checkbox"/> Schools vacancy website
	<input type="checkbox"/> Jobs24.co.uk	<input type="checkbox"/> Search engine
	<input type="checkbox"/> Linkedin.com	<input type="checkbox"/> Social networking site
	<input type="checkbox"/> Norfolk.go.uk	<input type="checkbox"/> Times educational supplement
	<input type="checkbox"/> Other	<input type="checkbox"/> University website
Local publication	<input type="checkbox"/> Eastern Daily Press	<input type="checkbox"/> Lynn News
	<input type="checkbox"/> Great Yarmouth Mercury	<input type="checkbox"/> Eastern Evening News
	<input type="checkbox"/> Great Yarmouth Advertiser	<input type="checkbox"/> Other
National publication	<input type="checkbox"/> Guardian	<input type="checkbox"/> Times educational supplement
	<input type="checkbox"/> Other	
Other	<input type="checkbox"/> Internal communication	<input type="checkbox"/> New to do
	<input type="checkbox"/> Partner agency	<input type="checkbox"/> Word of mouth
	<input type="checkbox"/> Current employee	<input type="checkbox"/> Other
Professional publication	<input type="checkbox"/> Specialist journal	<input type="checkbox"/> Other
Recruitment agency	<input type="checkbox"/> Penna	<input type="checkbox"/> Gatenby Sanderson
	<input type="checkbox"/> Other	
If other, selected above please specify	<input type="text"/>	

Are you currently employed by Norfolk County Council? * Yes No

If no, have you previously worked for Norfolk County Council (NCC)? * Yes No

3. Current or most recent employment / self employment / voluntary work

(For NCC employees enter department. If self employed enter name and address of your business)

Name and address of current/most recent employer or voluntary organisation

Job title/nature of self employment/
voluntary work

Postcode

Previous employment type (if not a current employee of NCC)

<input type="checkbox"/> Financial sector	<input type="checkbox"/> Health sector	<input type="checkbox"/> Local government
<input type="checkbox"/> Manufacturing sector	<input type="checkbox"/> Other public sector	<input type="checkbox"/> Private sector
<input type="checkbox"/> Retail sector	<input type="checkbox"/> Returner	<input type="checkbox"/> Services sector
<input type="checkbox"/> Student	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Voluntary sector
<input type="checkbox"/> Other	If other, please specify	<input type="text"/>

Current or last salary and scale (where relevant) Weekly hours

Date started in job/self employment/voluntary work

Date of leaving job/ceasing self employment/voluntary work (if relevant)

Notice required in current job/period before you can commence work

Reason for leaving/ceasing self employment/voluntary work

Brief description of job/services provided

Where you currently hold more than one job, please complete the sections below, commencing with the job you started most recently

Other current or most recent employment/self employment voluntary work

Name and address of employer or voluntary organisation. For self employment enter name and address of business	Dates from	Dates to	Job title/nature of self employment/voluntary work	Weekly hours	Reason for leaving /ceasing self-employment /voluntary work
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4. Employment History

Please list all employment (including self employment and periods of voluntary work) since leaving full time education starting with the most recent).

Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can. The reasons for this are as follows:

- you may have developed transferable skills in the job which you can highlight later in your application.

- many jobs within Norfolk County Council are subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are no unexplained gaps in your career.

Please start with the most recent

Name and address of employer or voluntary organisation. For self employment enter the name and address of the business		Dates from	Dates to	Job title/nature of self employment /voluntary work Brief description of job/ services provided	Weekly hours	Reason for leaving/ ceasing self employment / voluntary work

5. Breaks in Employment History

If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc.

Individuals are appointed to posts with Norfolk County Council on merit and it is recognised that during your career there may be periods when there are gaps in employment which are not work or career development related

Dates from	Dates to	Reason for break

6. Education Details

Education, Qualifications and Vocational Training

If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role

Please start with the most recent

Dates from	Dates to	Name of course/ qualifications gained and grades	Educational establishment	Awarding body	Date of Award

7. Membership of, or registration with, professional bodies

Name of professional body

Level/Type of membership

Reg.
number

Renewal
date

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8. Other training relevant to the job (e.g. Short courses, personal development, special projects)

Date

Organising body

Brief description of course content

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9. Supporting Information

Please provide a letter of application outlining why you are the right person for this post at Aylsham High School and why you feel you have the necessary skills and experience to do the job successfully. Your letter should be no more than 2 sides of A4 and should be attached to the return e-mail or enclosed with any postal application.

It is only information contained in this application which will decide whether you are shortlisted for interview (unless documents have been specifically requested in the recruitment information). Any additional information provided where this is not required will be disregarded.

If you consider that you have a disability as defined by the Equality Act 2010 (please see Appendix 2) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job you will be invited for interview.

10. References

References will be required before an offer of employment can be confirmed.

Please do not include friends or relatives as referees, these will not be accepted and will delay the recruitment process.

First Referee: Your first referee must be connected with your current or most recent employment/period of self employment/work experience/voluntary work, e.g. your manager, supervisor or a main contractor.

Second Referee: A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.

If you are applying for a job working with children, young people or vulnerable adults and you are either currently working/volunteering with the relevant group or have done so in the past, one referee will need to be that employer/organisation.

Referee 1 Details

Referee type*

Academic Current employer Previous employer

Title*

Mr Mrs Ms Miss Other If other, please state

First name* Surname*

Organisation*

Address in full*

Position held*

Business email address*

Can we contact before interview? Yes No Postcode*

Telephone number*

Referee 2 Details

Referee type*

Academic Current employer Previous employer

Title*

Mr Mrs Ms Miss Other If other, please state

First name* Surname*

Organisation*

Address in full*

Position held*

Business email address*

Can we contact before interview? Yes No Postcode*

Telephone number*

Other Details

11. Arrangements for people with disabilities

Do you consider that you have a disability as defined by the Equality Act 2010? * (See Appendix 2)
 Yes No

If you are shortlisted for interview you will have the opportunity to advise us of any reasonable adjustments needed for you to participate effectively in the selection process

12. Asylum and Immigration Act 1996

Do you require a visa to work or study in the UK? * Yes No

For further information on the visa requirements to work in the UK see www.ukba.homeoffice.gov.uk

Criminal Convictions

13. Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to a satisfactory disclosure being issued by the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the Protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criteria of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met.

Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as 'spent', must be declared. However, 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 <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. The presence of a criminal record will not necessarily prevent employment with Aylsham High School.

Please make the following declaration and tick the appropriate box.

I have read the statement about the council's policy on convictions * Yes
(See Appendix 3)

I have information to declare: * Yes No

If yes, please provide the date(s) and the detail of the criminal conviction(s) on Appendix 4. Place this in a separate envelope to your application form and write your name, post you are applying for and job reference number on the envelope before attaching it to your application form (if you are applying by post). If you are returning your application by email send to fbone@aylshamhigh.norfolk.sch.uk

Declarations

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process on behalf of Norfolk County Council to make any appropriate checks which may be necessary in relation to the job I have applied for.

False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I have read and confirm my agreement to the above declarations * Yes

Signature Date

Recruitment Monitoring Form

Help us to help you

Norfolk County Council is committed to achieving fairness and equality in employment judging candidates solely on their skills and ability to do their job and working towards a workforce which represents the population of Norfolk. The following information helps us identify the groups we are attracting applications from, and assists in workforce planning, including recruiting and training future workforce entrants

To help us monitor the reality of our diversity policy please complete this monitoring form. We cannot assess the effectiveness of our policy without it.

The information supplied in this section is strictly confidential and does not form part of your application and will be accessed by authorised members of the HR team only. (See Appendix 1)

Post title **Post reference**

Are you currently employed by Norfolk County Council? Yes No

First name Surname

Gender * Male Female
 Living in a gender that is different from the one assigned at birth Prefer not to disclose

If you have a gender recognition certificate, please select the gender on the certificate

Nationality *

British Bulgarian Hungarian Indian
 Latvian Lithuanian Polish Portuguese
 Australian South African Àmerican Prefer not to disclose
 Other

If you feel the choices do not provide a suitable option please write how you
please write how you would describe your nationality

Country of birth*

Britain Bulgaria Hungaria India
 Latvia Lithuania Poland Portugal
 Australia South Africa Àmerica Prefer not to disclose
 Other

If you feel the choices do not provide a suitable option please write how you
please write how you would describe your country of birth

Year of entry into the UK * (yyyy) Date of initial entry to the UK (first date you entered or year of birth if you have always lived here)

Religion/Belief *

Buddhist Hindu Muslim No religion
 Christian Jewish Sikh Prefer not to disclose
 Other

If you feel the choices do not provide a suitable option please write how you
please write how you would describe your religion

Marital Status*

Single Cohabiting Married Civil Partnership

Separated Divorced Widowed Prefer not to disclose

Your Sexual Orientation *

Bisexual Gay man /lesbian woman Heterosexual Prefer not to disclose

Your Ethnic Origin *

White

British European Gypsy/Roma Irish
 Traveller/
Irish Heritage Other

Mixed

White and Asian White and black Caribbean White and black African Other

Asian or Asian British

Indian Bangladeshi Pakistani Other

Black or black British

Caribbean African Other

Other ethnic background

Chinese Arab Other Prefer not to disclose

If you feel that none of the above choices provides a suitable option please write how you would describe your ethnic origin

Your Disabled Status

Do you consider yourself to have a disability as defined by the Equality Act 2010? * Please see Appendix 2

Yes No

I may require reasonable adjustments to be implemented *

Yes No

If I have indicated yes above, and I am offered the job, I give my consent for my manager to be advised that I would like a meeting to be arranged to discuss adjustments with me in more detail.

Yes No

Information about arrangements to discuss reasonable adjustments

A member of the HR team will then contact the Manager of the post and ask them to contact you to arrange a convenient time for you to meet with them to discuss the reasonable adjustments you may need in order to carry out the role, and for you to discuss any issues or concerns you may have.

It would be helpful if you could consider what sort of adjustments may assist you in the role before this meeting but if you are not sure about this, or do not identify everything you might need at the meeting don't worry. Once you have taken up your role, your manager will give you the opportunity to discuss further adjustments.

Signature Date

Appendix 1

Data Protection Notice

Norfolk County Council regards the lawful and fair treatment of personal information as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves.

What information will we collect and how will we use it?

We will collect personal data (such as your name and contact details) and sensitive personal data which is defined under the Data Protection Act 1998 as racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, commission or alleged commission of any offence, proceedings for any offence committed or alleged to have been committed. Any personal data that is collected on this site, including any sensitive personal data, will be collected and processed in accordance with the Data Protection Act 1998.

Personal data will be stored, processed, used and disclosed by us in the ways outlined below.

- To enable you to apply online for jobs or to subscribe to alerts of posts which are of interest to you
- For recruitment, employment and monitoring purposes including obtaining references from third parties
- To assess data you have provided against other vacancies which it is felt may be suitable for you
- Shared with third parties where we have retained them to provide services or functions on our behalf, such as professional advisors / consultants, providers of disclosure and barring services for criminal conviction and barred list checks, tests forming part of the recruitment process e.g. psychometric evaluation or skill test
- Individuals not employed by NCC who are involved in the recruitment process such as partner organisations or other stakeholders
- Shared with another party in the following circumstances:
 - To investigate or prevent fraud
 - As permitted by law
 - With your consent

Anonymised sensitive personal data will be used for:

- Monitoring, analysing and reporting on equalities data
- Assisting us to take action to prevent inequalities
- Developing our policies and processes to take account of the diverse needs of our employees

How we collect and use information about applicants to our websites

We collect anonymised information about the way applicants use this website to understand our users better, and to identify trends and popular pages for development purposes to improve our site. This data may be shared with third parties to support these improvements.

Information Retention

Your personal data will be retained for a minimum period of 6 months from the closing date before being removed from the system. Further consideration of applications may occur within 6 months of the closing date where it is identified the details match other suitable vacancies. You can request earlier removal of your personal data from the system, or request a copy of the personal data that Norfolk County Council holds about you, by emailing the address below.

Further Details

For further information on Norfolk County Council's data protection policy see the Data Protection section of the Council and Democracy section of our website. If you wish to contact us with respect to the above matters please email us at information@norfolk.gov.uk. This is not a secure email address so please do not include personal information in an email to this address.

Appendix 2

The Equality Act 2010 makes it unlawful for employers to discriminate against current or prospective employees for a reason relating to their disability. They must make reasonable adjustments in order not to place a disabled person at a substantial disadvantage.

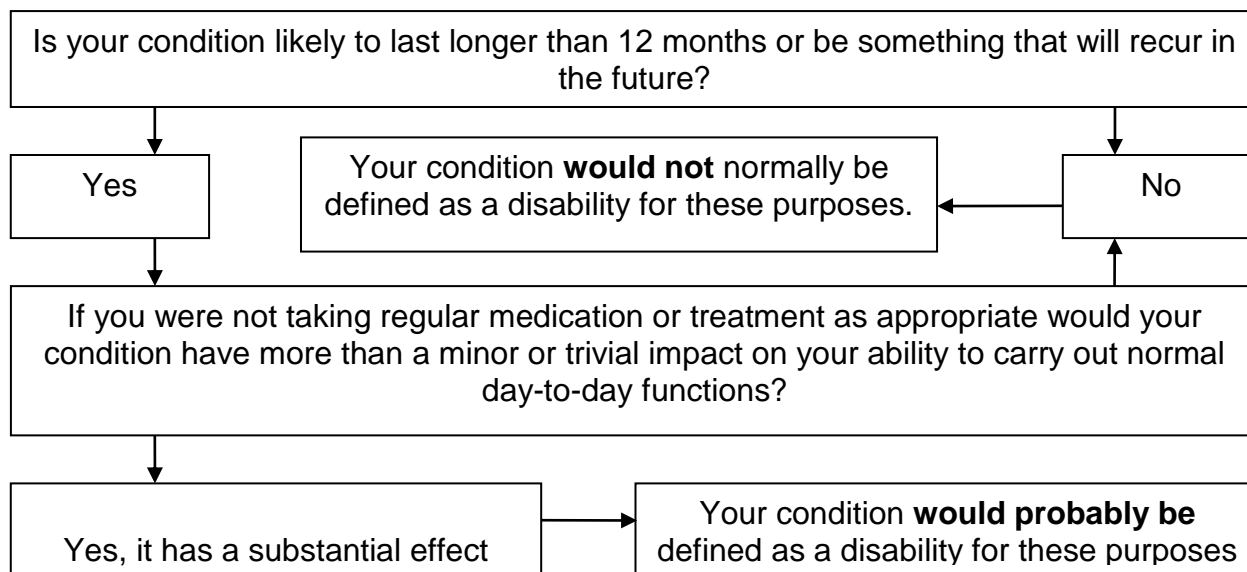
The Equality Act describes a disability as 'physical or mental impairment, which has substantial and long term adverse effect on a person's ability to carry out normal day to day activities.'

The definition is intended to cover all forms of physical and mental disability, including sensory impairment, learning disabilities and mental illness (that are clinically well-recognised conditions). It includes people who have a disability where the condition is likely to last longer than 12 months, has occurred in the past or is likely to recur. Progressive conditions such as multiple sclerosis, cancer or HIV are covered by the Equality Act from the point of diagnosis.

The following are examples of impairments or long term conditions that could be considered a disability under this definition. It is not an exhaustive list but is intended to give you a guide as to what might be included.

- | | |
|--|--------------------------------|
| • Limited physical mobility | • Epilepsy |
| • Hearing impairment | • Heart/circulation complaints |
| • Upper limb disorders (e.g. repetitive strain) | • Learning disability |
| • Long term back/neck problems | • Arthritis |
| • Severe facial disfigurement | • Multiple sclerosis |
| • Muscular dystrophy | • Speech impairment |
| • Severe allergies (not seasonal) | • Schizophrenia |
| • Sight impairment that cannot be corrected by glasses or contact lenses | • Dyslexia |
| • Manic depressive illness | • Crohns Disease |
| • Severe agoraphobia | • Diabetes |

If you are still not sure if your condition is a 'disability' for this purpose, you might like to answer these questions.



Here is a list of day to day activities to help you consider whether you may be adversely affected.

<p>Mobility – moving unaided from place to place Manual dexterity – use of the hands, Physical co-ordination Perception of the risk of physical danger Ability to lift, carry or move everyday objects.</p>	<p>Memory or the ability to concentrate, learn or understand Speech, hearing, sight (but not if it can be corrected by wearing glasses or contact lenses) Continence</p>
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Appendix 3

For Norfolk County Council's policy for employment of persons with criminal convictions click the link below

Link – [Policy for employment of persons with criminal convictions](#)

In addition the County Council has a Security Policy for dealing with Disclosures and Disclosure information which meets the standards of the DBS Code of Practice. If you would like a copy of this policy please contact HR Direct on 01602 222212.

Appendix 4

Details of Criminal Convictions

First Name Last Name

Post applied for

Reference number

Date	Details of Conviction Information
/ /	