Job Application Form

If you would like this document in an alternative format e.g. audio, braille, or in a different language, please contact Education**HR** by phone on 01603 307760 or email EHRenquiries@norfolk.gov.uk

Instructions:-

- Please complete all **sections** as well as the **Recruitment Monitoring Form**
- Please write in **black ink** and **block letters** so the form can be photocopied
- 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 read the Privacy Statement on Education Job Finder for information on Data Protection.

Any fields marked with an asterix(*) are mandatory.

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

1. Post applied for *					
Reference number*		School/Academy/Trust			
2. Personal details					
Mr	Mrs	Ms	Miss	Mx	Other (please state)
First name(s)*		Surname*			
Have you ever used any other names*		Yes		No	
If yes, please state	First name(s)		Surname		
Address (including postcode)*		Email address* This will be used to send all future correspondence about this job			
Can we contact you by telephone?	Yes	Telephone number		No	
Preferred start date					
National Insurance Number					
If the duties of the job include travel, which could be to venues not accessible by public transport, are you able to meet 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 (please specify)	
On what basis are you applying for the job?*	Full time		Part time		Job share

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If you are not applying to work full time, how many hours would you wish to work per week?			
Are you related to, or in a close relationship with any Governor/Trustee or anybody already employed by the school/academy/Trust?*		Yes	No
If yes, please state their position.			
How did you hear about this job?*			

3. Current or most recent employment/self-employment/voluntary work (If self-employed enter the name and address of your business)

Employer's name and address including postcode			
Job title/nature of self-employment/voluntary work			
If a school, name, group size and number on roll			
Current or last salary and scale		Weekly hours	
Date started		Date of leaving (if relevant)	
Notice required		Reason for leaving	
Brief description of job/services provided	•		

If you have more than one job, please complete the sections below.

Other current employment

Name and address	Date from	Date to	Job title (if teaching include the age range taught)	Weekly hours	Reason for leaving

4. Employment history

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

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 as you may have developed transferable skills in the job which you can highlight later in your application. Also, many jobs are subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are not unexplained gaps in your career.

Employer's name and address	Date from	Date to	Job title (if teaching include the age range taught)	Weekly hours	Reason for leaving

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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.

Date from	Date to	Reason for break

6. Secondary school education

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.**

School(s)	Dates from	Dates to	Qualification/subject obtained and awarding body	Grade	Dates

7. Continuing education (University/College/Apprenticeships etc)

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.**

Educational establishments	Dates from	Dates to	Qualification/subject obtained and awarding body	Level/ Grade	Dates

8. Professional qualification (including details of professional association membership)

Do you hold Qualified Teacher Status (QTS)?	Yes	No	DfE number
If yes, have you completed an induction year?	Yes	No	

9. 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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10. Supporting information

You must provide clear and concise evidence in this section of how you meet the essential and desirable criteria set out in the person specification.

To demonstrate you meet the criteria you may wish to tell us about relevant things you have been responsible for or involved in, what you have achieved and any feedback given. You can include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for.

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 (see Appendix 1) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview.

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11. References

If you are shortlisted, referees will be contacted prior to interview. Please provide names and full contact details of two referees who can be contacted prior to interview so that any relevant information can be taken into account and, if necessary, issues explored further before or at the interview. One must be from your present and/or last employer and the other from a previous employer. Where you are not currently working with children, please also provide referee details for your most relevant, recent employer. Your referees must have knowledge of your work and character and preferably be from a senior person with appropriate authority.

If you are leaving full time education or have not worked since doing so, the Head of School, College or University should be one of your named referees. We do not accept references from friends or family members.

To make sure your application is processed without undue delay, we will contact your referees by email - please ensure you provide full details of your referees, including email address..

Referee 1 details

Additional information can be provided here if needed.

Referee type*	Current employer		Previous employer		Academic	

Mr	Mrs	Ms	Miss	Other (please specify)	

First name*		Surname*	
Organisation*		Position held*	
Address (including postcode)*			
Telephone number*		Business email address*	

Referee 2 details

Additional information can be provided here if needed.

Referee type*	Previous employer		Other (please specify)	

Mr	Mrs	Ms	Miss	Other (please state)	

First name*		Surname*	
Organisation*		Position held*	
Address (including postcode)*			
Telephone number*		Business email address*	

12. Arrangements for people with disabilities

Do you consider that you have a disability as defined by the Equality Act 2010? (See Appendix 1)*	Yes	No

If you consider that you have a disability as defined by the Equality Act 2010 (see Appendix 1) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview.

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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.		
13. 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		

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Please confirm the following statements are true by signing the box below.

Declaration

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 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.

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) and (2020) provide that certain spent convictions and cautions; and youth cautions, warnings and reprimands are 'protected' and do not need to be disclosed to employers and if they are disclosed, cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be **read on the Disclosure and Barring Service website**. **Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**

The presence of a criminal record will not necessarily prevent employment. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at, or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis.

If you are shortlisted for interview you will be asked to complete a Disclosure of Criminal Convictions and Suitability to Work Form.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Safer recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Data Protection

I understand that the personal information I have provided as part of this application will enable the recruiting organisation to manage the recruitment process, assess my suitability for employment, decide whom to offer the job and keep a record of the process. I understand the personal information I have provided will be held on a computer or other relevant filing system and will be shared with other accredited organisations or agencies only in accordance with the General Data Protection Regulations. The organisation may also need to process data from job applications to respond to and defend against legal claims. I understand the recruitment monitoring data I have provided will be used to monitor, analyse and report on equalities and only used in assisting the employer to take action to prevent inequality.

I have read and understand above declarations*			Yes
Signature		**Date**	

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Appendix 1

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.

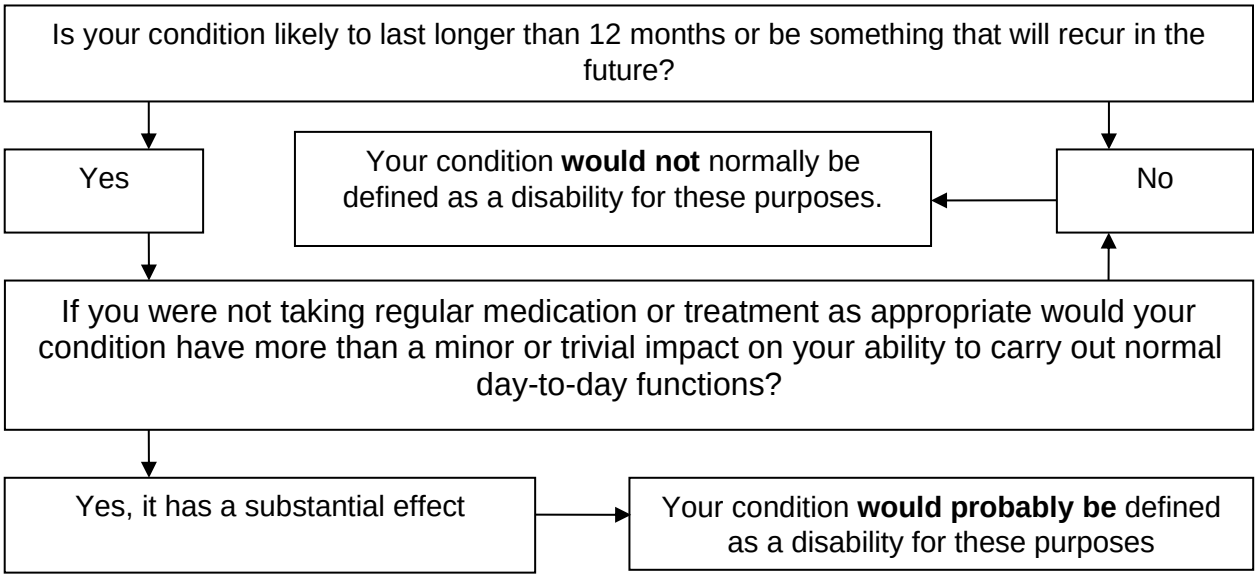
The Equality Act describes a disability as 'physical or mental impairment, which has substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.'

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

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.
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

For office use only.			
	Shortlisted		Appointed

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Recruitment Monitoring Form

Help us to help you

The recruiting establishment 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 local population. 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 persons only – **read the privacy statement on Education Job Finder.**

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

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		American		Prefer not to disclose
	Other						

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

Country of birth*

	Britain		Bulgaria		Hungary		India
	Latvia		Lithuania		Poland		Portugal
	Australia		South Africa		America		Prefer not to disclose
	Other						

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

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Year of entry into the UK*					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 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 choices provide a suitable option, please write how you would describe your ethnic origin							

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Your disabled status		
Do you consider that you have a disability as defined by the Equality Act 2010? (See Appendix 1)*	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 details.	Yes	No

Information about arrangements to discuss reasonable adjustments
You will be contacted to arrange a convenient time for you to meet 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**	

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