

Application for Non-teaching Employment at a Bexley School

Post applied for: _____

Job Reference Number: _____

School: _____

Applicant Number: _____

SECTION 1 – CONTACT DETAILS

Title:		First Name(s)		Last Name:	
Address		Home Telephone Number:		Daytime Telephone number	
		Home e-mail			
		Work e-mail			
If currently employed may we contact you at work? Yes / No					

SECTION 2 – EMPLOYMENT RECORD

Present or Most Recent Employer:		Dates Employed:	
Employer's Name and Address		Annual Salary:	
		Other Benefits:	
		Reason for Leaving:	
		Notice Period:	
Position held & brief description of duties:			

Previous Employers (please list all previous employers from leaving school, most recent employer first)

Employer's name and address	Position(s) held	Dates		Reason for leaving
		From	To	

Continue on a separate sheet if necessary



SECTION 3 – EDUCATION AND TRAINING**Education:**

Qualification(s) gained including grade	Dates awarded	School / Colleges, Universities or Institutes of Further Education

Details of any Membership(s) of Professional Associations/Bodies:

Membership Details	Date awarded

Education Qualification(s) currently being pursued

Qualification(s) being undertaken	Expected date of completion	College/University or Institute

Training (relevant work related courses)

Course title and subjects covered	Date and duration	Training organisation

Driving Licence (please only answer this question if driving is a requirement of the post, detailed in the person specification)

Do you hold a current, clean, valid driving licence? Yes / No

Please give details if you have answered no to the above question:

Do you own or have use of a car? Yes / No

SECTION 4 – RELEVANT EXPERIENCE AND SKILLS

Please indicate how you satisfy each criteria set out in the Person Specification drawing on evidence from your personal and work experience (paid or unpaid) education and training. Please refer to the guidance notes for further information.

(please continue on a separate sheet if necessary)

SECTION 5 – REFERENCES

Before completing this section please read the guidance notes attached carefully.

CURRENT / MOST RECENT EMPLOYER

Name: _____

Job Title: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

May this referee be contacted if you are shortlisted? Yes / No

OTHER REFEREE

Name: _____

Job Title: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

May this referee be contacted if you are shortlisted? Yes / No

SECTION 6 – SICKNESS RECORD

Number of days absent from work due to sickness in the last three years: _____

Number of occasions absent from work due to sickness in the last three years: _____

*Please note that information given in this section will not be used for shortlisting purposes. However, you may be asked further questions at interview. Your referees will be asked to confirm the information you provide in this section.

SECTION 7 – DISABILITY

Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?

Yes (disability) / Yes (medical condition) / No (delete as appropriate)

A person is defined by the Disability Discrimination Act 1995 as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'

SECTION 8 – REHABILITATION OF OFFENDERS ACT - DECLARATION OF CRIMINAL OFFENCES

Before completing this section please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment with Bexley Council.

Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation? If yes please give details of conviction(s) and date(s) Yes / No

SECTION 9 – ELIGIBILITY TO WORK

National Insurance No: _____ Do you Require a work permit to work in the UK? Yes / No

SECTION 10 – DECLARING AN INTEREST

Please give details if you are related to or have a personal relationship with an Elected Member or Officer of Bexley Council or if you have any financial interest in contracts with the Council or pending tenders:

SECTION 11 – DATA PROTECTION DECLARATION

Under the terms of the Data Protection Act 1998 the information you provide in this application form and monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the schools' policies and procedures and personnel management purposes.

If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend the school against a legal challenge to the fairness of the selection process from any interested party.

The schools are under a duty to protect the public funds they administer and to this end they must use the information you have provided on this form within their authority for the prevention and detection of crime and fraud. They may also share this information with other bodies administering public funds solely for this purpose.

I understand the information above and hereby

- 1) Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal.
- 2) Agree that the information I have given the school in connection with this application for employment may be stored and processed for the purposes stated above.
- 3) Consent for the school to undertake any checks it may deem necessary in connection with my application as detailed in the information pack provided.
- 4) Agree for the school to ask my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.
- 5) Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.

Signed: _____

Date: _____

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All appointments are made on merit, to help us monitor the effectiveness of this policy, you are asked to complete this section. The information provided below is for administrative and statistical information only and will not be used for selection purposes.

SECTION 12 – PERSONAL DETAILS

B. Sex Male Female

C. Age Date of Birth: _____ Age: _____

D. Ethnic Group

<p>a. White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/></p> <p>Please give details:</p>	<p>b. Mixed</p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background <input type="checkbox"/></p> <p>Please give details:</p>
<p>c. Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>Please give details:</p>	<p>d. Black or Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p> <p>Please give details:</p>
<p>e. Chinese or other ethnic group</p> <p>Chinese <input type="checkbox"/></p> <p>Any other, please give details <input type="checkbox"/></p>	

SECTION 13 – ADVERTISING MONITORING

How did you find out about this vacancy?

Please list all media in which you saw this job advertised:

I understand that the Data Protection Declaration in Section 11 applies to this monitoring form as well as the main application form.

Signed: _____

Date: _____

Office use only:

Long Listed

Shortlisted

Appointed

Guidance Notes for Applicants on Completing the Application Form

GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format contact the relevant school.

Bexley schools follow a policy of Valuing Diversity. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the job advertisement carefully paying particular attention to the job description and person specifications.

You can provide a CV in lieu of sections 2 and 3 of this form, so long as all areas required in the form are covered.

SECTION 1 CONTACT DETAILS

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work.

SECTION 2 EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school / college.

Please continue with this section on a separate sheet if necessary.

SECTION 3 EDUCATION & TRAINING

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts, you may have undertaken other training that is just as relevant to the post.

Please only complete the questions about holding a driving licence if driving is a duty of the post.

SECTION 4 EXPERIENCE & SKILLS

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc...

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

SECTION 5 REFERENCES

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your manager with your current / most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

Further advice on who is suitable as a referee is available from the relevant school. The schools reserve the right to ask for a substitute referee, if one you have provided is not deemed to be suitable.

For certain posts we will contact all previous employers. The information pack will explain whether the post you are applying for falls in this category.

We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released or
- your right to know this information and its source outweighs the right to privacy of the third party

SECTION 6 SICKNESS RECORD

If you are unsure of your sickness absence please contact your employer who should be able to advise you of your record.

SECTION 7 DISABILITY

The schools are committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.

If you answer YES to the question requesting information about your disability / medical condition then, if short-listed, you will be asked whether you require any special arrangements to attend your interview and at interview stage if you require any adjustments that would assist you at work if you were to be successful.

Guidance Notes for Applicants on Completing the Application Form

SECTION 8 DECLARATION OF CRIMINAL OFFENCES

You must give details of any offences, convictions, cautions or bindovers you have, or any court cases pending. Under the 'Rehabilitation of Offenders Act 1974', you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 18 or over 65 are exempt under the 'Rehabilitation of Offenders Act 1974' by virtue of the Exception Order. In this case you must reveal details of all convictions spent or otherwise. These posts are also subject to the Criminal Records Bureau Disclosure, if this applies it will be specified in the information pack.

You may obtain further information on how much time needs to elapse before a conviction is spent, the Rehabilitation of Offenders Act 1974 and the Exception Order from the relevant school.

SECTION 9 ELIGIBILITY TO WORK

Please complete this section fully, requiring a work permit will not necessarily disqualify you from being appointed to a post.

SECTION 10 DECLARING AN INTEREST

Failure to disclose an interest may disqualify you from being appointed to a post.

SECTION 11 DATA PROTECTION DECLARATION

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post.

SECTION 12 PERSONAL DETAILS

In order to make sure that our policies on Valuing Diversity are working effectively, monitoring information needs to be collected and analysed. This information is

confidential and monitored by the schools and the relevant Personnel Department. It will not be used for selection purposes.

SECTION 13 ADVERTISING MONITORING

This information is required to ensure that the schools can monitor the effectiveness of their recruitment advertising. This information will not be used for selection purposes.

CHECKLIST

- Read through your completed application form carefully making sure you have fully answered all the questions.
- If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date.

WHAT HAPPENS NEXT

Your completed application form will be used to decide whether or not you are selected for interview.

If you do not hear from the school you have applied to, you may contact them directly.

Regrettably, due to the high volume of applications received, may not contact unsuccessful applicants.

If you need any further information, please contact the school directly. If this is not possible, you may contact either of the teams listed, who may be able to help you. Please give them your name, the job title, school's name and reference number of the job.

Thank you very much for completing your application form. We appreciate the time and effort you have taken to complete your form.

We are always seeking to improve and develop the services we provide to the public, we would like to hear from you with any

"Comments, Compliments or Complaints" concerning the recruitment process. For more information please log on to www.bexley.gov.uk/feedback or contact the relevant personnel section for a leaflet.

PERSONNEL SECTION CONTACT DETAILS

When applying to a vacancy at a school, it may be best to contact the school directly. Contact details should be available within the job advert.

If you have any problems with this, you may contact the either of the following:

Teacher Recruitment Team
Directorate of Education
Hill View,
Hill View Drive,
Welling,
Kent, DA16 3RY

teacher.recruitment@bexley.gov.uk

020 8303 7777 ext. 4278

Personnel & Organisational
Development Division,
Directorate of Education,
Hill View,
Hill View Drive,
Welling,
Kent, DA16 3RY

jobs.edcs@bexley.gov.uk

020 8303 7777 ext. 2356
(24 hour answerphone)