**Please complete in black pen. You may attach continuation sheets if necessary. Do not enclose a C.V. or additional documents as these will not be considered. This form is available, on request, in large print, Braille on tape or in electronic format**

**Application Form**

(Teaching/Leadership)

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for: |  | Ref number: |  |

I confirm that I have read the ‘How to apply’ guidance

**Recruitment of Ex Offenders**

Please ensure you read the policy statement, contained in the Disclosure & Barring section of the 'How to apply' application guidance, before submitting your application form.

I have read the policy statement Bottom of Form

|  |
| --- |
| **Personal Details** |

|  |  |  |  |
| --- | --- | --- | --- |
| Title \* |  | Surname\* |  |
|  |  |  |  |
| Forename\* |  | Forename 2 |  |
|  |  |
| Preferred name |  | Previoussurname |  |
|  |  |
| National Insurance number |  |

|  |
| --- |
| **Address Details** |

|  |  |
| --- | --- |
| House Name/Number |  |
|  |  |
| Street |  |
|  |  |
| Area |  | Town/City |  |
|  |  |
| County |  | Postcode |   |
|  |  |
| Country |  |

**Contact Details –** our preferred method of contact is email. Please provide an email address and contact telephone number.

|  |
| --- |
|  |

Email address

|  |
| --- |
|  |

Telephone number

|  |
| --- |
| **Employment history** |

* Please provide your full employment history starting with your present or most recent position.
* All periods of unemployment or gaps must be accounted for in the 'Gaps in Employment' section.
* If you do not have any previous employment history, please enter N/A.
* Use additional sheets to add further entries

|  |  |
| --- | --- |
| **Current or last job title** |  |
|  |  |
| Employment start date |  | Employment end date |  |
|  |  |
| School/Company Name |  |
|  |  |
| Type of School (primary/secondary etc.) |  |

|  |  |
| --- | --- |
| House Name/Number/Street |  |
|  |  |
| Area |  |
|  |  |
| Town/City |  | County |  |
|  |  |
| Postcode |  |  Country  |  |
|  |  |
| Local Education Authority |  |
|  |  |
| Number of pupils on roll |  |
|  |  |
| Age range of pupils |  |

|  |  |
| --- | --- |
| Job details(please provide a brief description of the role) |  |

|  |  |
| --- | --- |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Salary on leaving |  |
| **Job Title (2)** |  |
|  |  |
| Employment start date |  | Employment end date |  |
|  |  |
| School/Company Name |  |

|  |  |
| --- | --- |
| House Name/Number/Street |  |
|  |  |
| Area |  | Town/City |  |
|  |  |
| County |  | Postcode |  |
|  |  |
| Country |  |  Salary on leaving |  |

|  |  |
| --- | --- |
| Brief Job details (max of1000 characters) |  |

|  |  |
| --- | --- |
| Reason for leaving |  |
|  |  |
| **Job Title (3)** |  |
|  |  |
| Employment start date |  | Employment end date |  |
|  |  |
| School/Company Name |  |

|  |  |
| --- | --- |
| House Name/Number/Street |  |
|  |  |
| Area |  | Town/City |  |
|  |  |
| County |  | Postcode |  |
|  |  |
| Country |  |  Salary on leaving |  |

|  |  |
| --- | --- |
| Brief Job details (max 1000 characters) |  |

|  |  |
| --- | --- |
| Reason for leaving |  |

 Please use additional sheets for additional jobs if necessary.

|  |
| --- |
| **Employment history gaps** |

Please account for any gaps, of three months or more, in your employment history including any travel abroad with dates.

|  |  |  |  |
| --- | --- | --- | --- |
| Gap start date |  | Gap end date |  |

|  |  |
| --- | --- |
| Please give details |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gap start date |  | Gap end date |  |

|  |  |
| --- | --- |
| Please give details |  |

Please use continuation sheet(s) for additional gaps if necessary.

|  |
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| **Education & Qualifications** |

* Please provide details of qualifications relevant to this application.
* Please enter details from the most recent to the earliest. Qualifications will be verified on appointment.

|  |  |
| --- | --- |
| Place of learning |  |
|  |  |
| Institution type |  |

|  |  |
| --- | --- |
| Qualification level |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subject | Grade | Date |
|  |  |  |  |

|  |  |
| --- | --- |
| Place of learning |  |
|  |  |
| Institution type |  |

|  |  |
| --- | --- |
| Qualification level |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subject | Grade | Date |
|  |  |  |  |

|  |  |
| --- | --- |
| Place of learning |  |
|  |  |
| Institution type |  |

|  |  |
| --- | --- |
| Qualification level |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subject | Grade | Date |
|  |  |  |  |

|  |
| --- |
|  |

Please use additional sheets for additional qualifications if necessary.

|  |
| --- |
| **Professional Memberships** |

Please give details of any professional memberships that are relevant to the post applied for, stating your level of membership, the date obtained and expiry or renewal date. If applicable, please include your membership or registration number.

|  |  |
| --- | --- |
| Membership name |  |

|  |  |
| --- | --- |
| Membership level |  |

|  |  |
| --- | --- |
| Membership number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | Expiry date |  |

|  |
| --- |
| **Training and development** |

Please enter details of any training and/or development undertaken that you feel is relevant to your application.

|  |
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| **Supporting Information** |

Use this section to address each point on the skills and knowledge section of the job description and how you feel you can demonstrate the values of our council. You should provide information, examples and evidence to demonstrate how you feel you meet the requirements of the role. It would also be useful for us to know why you have applied for this role and what appeals to you about working for the Council.
The maximum length of this statement should be no longer than one A4 page of text.

|  |
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| **References** |

* Please enter details of two referees who can provide a reference. One of the referees must be your present (or if you are unemployed) your most recent employer.
* As this position involves working with children, young people or vulnerable adults any number of previous employers may be contacted, without seeking further permission from you, as part of the vetting process, in relation to your employment history. This includes vetting of internal candidates.

**Reference 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
|  |  |  |  |
| Forename |  | Reference Type (delete as applicable) | Employment/Character |
|  |
| Email address |  |
|  |  |
| Telephone |  |

|  |  |
| --- | --- |
| Organisation name |  |
|  |  |
| Position in company |  |
|  |  |
| Number/Street |  |
|  |  |
| Area |  | Town/City |  |
|  |  |
| County |  | Postcode |   |
|  |  |
| Country |  |

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
|  |  |  |  |
| Forename |  | Reference Type (delete as applicable) | Employment/Character |
|  |
| Email address  |  |
|  |  |
| Telephone |  |

|  |  |
| --- | --- |
| Organisation name |  |
|  |  |
| Position in company |  |
|  |  |
| Number/Street |  |
|  |  |
| Area |  | Town/City |  |
|  |  |
| County |  | Postcode |   |
|  |  |  |  |
|  | Country |  |

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| --- |
| **Guaranteed Interview Schemes** |

**To be eligible to apply under any of our guaranteed interview schemes you must meet the minimum criteria for the job.

By this we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each element within the skills and knowledge section within the job description.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disabled people**

As a 'Disability Confident' employer we will guarantee an interview for all applicants with a disability.

The Equality Act 2010 states that someone is disabled if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities. Please see 'How to apply' guidance for further information.

|  |
| --- |
| Are you a disabled person applying on this basis? Yes **[ ]** No **[ ]**  |

**Children and Young People in Care**

As part of York's pledge to Children and Young People in Care, we will guarantee an interview for all looked after children or those care leavers who have been in care with City of York Council and are aged 25yrs or under.

Are you a care leaver or young person in care applying on this basis? Yes **[ ]** No **[ ]**

**­­­­­­­­­­­­­­­­­­­­­­­**

**­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Armed forces community**

As part of our commitment to the Armed Forces Community Covenant we will guarantee an interview for any veterans and their spouses.
(A veteran is anyone who has served, at any time and for any period, in Her Majesty's Armed Forces).

Are you a veteran or a spouse of a veteran applying on this basis? Yes **[ ]** No **[ ]**

|  |
| --- |
|  |
| **Declarations of criminal records, cautions and convictions** |

Posts involving work which brings you in regular contact with children, vulnerable adults, people with disabilities and learning difficulties are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA).

This means that you must disclose information about spent or unspent convictions or cautions when applying for this post, *except* where they are protected convictions and cautions as described in article 2A of the ROA Act 1974 (Exceptions) Order 1975.

CYC will check information relating to prospective employees through the Disclosure & Barring Service (DBS). Having a criminal record will not necessarily prevent your employment.

Please see the 'How to apply' guidance for further information about what you need to disclose to us.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you barred from working with children, young people or adults?**

Are you, or have you ever been, barred from working with, or been included on a list of people barred from working with, children, young people or vulnerable adults?

|  |  |  |
| --- | --- | --- |
| Yes **[ ]** No **[ ]**  | If yes please give details |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Investigations**

Have you ever been the subject of any proven/unproven investigations (other than those that were investigated and proven to be unsubstantiated) in relation to your work with children, young people or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?

|  |  |  |
| --- | --- | --- |
| Yes **[ ]** No **[ ]**  | If yes please give details |  |

**Criminal background**

Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the ROA 1974 (Exceptions Order) 1975 (as amended in 2013)?

|  |  |  |
| --- | --- | --- |
| Yes **[ ]** No **[ ]**  | If yes please give details |  |
|  |  |  |
| **Additional details** |

**Teacher registration details**

Please provide information regarding your current teaching registration. Registration will be verified on appointment.

Teacher registration number (Dfes number):

|  |
| --- |
|  |

If you gained Qualified Teacher Status (QTS) after 1999 please state the date of successfully completing the induction period or details of outstanding period if relevant. You will be asked to provide your QTS certificate on offer of appointment.

|  |
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**Job share**

The City of York Council welcomes individuals to apply on a job-share basis (unless specified otherwise in the job advert). Please indicate below if you wish to be considered for a job share.

|  |
| --- |
| Are you applying for this post on a job share basis? Yes **[ ]** No **[ ]** *(Job sharing is different to part time working – see the How to Apply guidance for further information)* |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship with the council**

Are you related to any employee of City of York Council or do you have any substantial connection with any employee of City of York Council?.

|  |  |  |
| --- | --- | --- |
| Yes **[ ]** No **[ ]**  | If yes please give details |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant status**

For monitoring purposes please indicate if you are already an employee of the City of York Council (If you work for Explore or Veritau you are not a CYC employee)

Yes **[ ]** No **[ ]** Bottom of Form

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Availability for interview**

Please indicate any dates on which it would be impossible for you to attend an interview. Whilst the dates you provide will be taken into consideration, please note that it may not be possible to accommodate everyone's request when arranging interviews.

|  |  |
| --- | --- |
| Unavailable dates |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Eligibility to work in the UK**

Do you need permission to work in the UK?

 Yes **[ ]** No **[ ]**

|  |  |  |
| --- | --- | --- |
| If your permission is limited, please provide full details of your immigration status, renewal dates and any other relevant information. | If yes please give details |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you hear about this job?**

**How did you hear about this job?**

Internal advertising **[ ]** LinkedIn [ ]

City of York Council jobs website [ ]  Facebook [ ]

Jobs fair [ ]  Twitter [ ]

Universal Jobmatch/Job centre **[ ]** National Apprentice Website [ ]

Word of mouth **[ ]** NHS jobs [ ]

Community Care [ ]  Children’s Social Work Matters [ ] City of York Council job alert [ ]  Indeed [ ]

Guardian [ ]

Other – please give details

|  |
| --- |
|  |

|  |
| --- |
| **Declaration** |

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK, registrations and for the release by other people or organisations of necessary information to verify the content.

I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

|  |  |
| --- | --- |
| Signed (applicant) |  |
|  |  |
| Print name |  |

|  |  |
| --- | --- |
| Date |  |

|  |
| --- |
| **CONSENT** |

**Under General Data Protection Regulations we are obliged to ask for your consent for us to contact you via the details you have supplied on your application form.**

Please indicate if you are happy for us to contact you about your application, via the details provided on your application form, for purposes of the Recruitment & Selection process.

Yes **[ ]** No **[ ]**

On occasions we may need to contact you for feedback regarding the Recruitment & Selection process. Please indicate if you are happy for us to do this.

Yes **[ ]** No **[ ]**

You have the right to withdraw your consent for us to process your data at any time. For further information see the ‘How to apply guidance’

**Equal Opportunities Monitoring**

**The following pages will be removed and will not be seen by those shortlisting or interviewing applicants.**

|  |
| --- |
| **Equal Opportunities Monitoring (confidential)** |

**City of York Council is committed to equality and aims to ensure that everyone who works or applies to work for us is treated fairly and is not subjected to unlawful discrimination on grounds of their sex, age, race, ethnic or national origins, marriage or civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, family responsibility, disability or political beliefs. Applications are welcome from all sections of the community.**

**The information you provide will be treated as confidential and used only for monitoring purposes only. It is not used as part of the selection process and the recruitment panel do not have access to the sensitive information.**

**Thank you for helping us to continue to improve our policies and practices.**

|  |  |
| --- | --- |
| Post applied for |  |

|  |  |
| --- | --- |
| Ref number |  |

**Sexual identification:** Male [ ]  Female [ ]  Unspecified [ ]

Do you identify yourself as trans? Yes [ ]  No [ ]  Prefer not to say [ ] **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth:** **Nationality:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Ethnic Origin:**Please tick the appropriate box to indicate your ethnic background:Prefer to not say [ ]  |
| **White:**[ ]  British[ ]  Irish[ ]  Other White background**Mixed Race:**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Other Mixed background**Other Ethnic Groups:**[ ]  Other ethnic background [ ]  Chinese or other ethnic group Chinese | **Asian or Asian British:**[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Other Asian background**Black or Black British:**[ ]  Caribbean[ ]  African[ ]  Other Black background  |
| **Disability information:** |  |

|  |
| --- |
| **Equal Opportunities Monitoring (contd)** |

The Equality Act 2010 states that someone is disabled if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities. Please see 'How to apply' guidance for further information.

**Do you consider yourself to be disabled?**

[ ]  Yes [ ]  No Prefer to not say [ ]

If you tick “Yes” please tick as many boxes below as apply:

[ ]  **Physical impairment** (such as using a wheelchair to get around and / or difficulty using arms, legs etc)

[ ]  **Sensory impairment** (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)

[ ]  **Mental health condition** (such as depression or bipolar)

[ ]  **Learning disability** (such as Down’s syndrome or dyslexia or cognitive impairment such as autism or one resulting from head-injury)

[ ]  **Long-standing illness or health condition** (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

[ ]  **Other**

If yes please give details

|  |
| --- |
|  |

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**Sexual orientation:**

[ ]  Heterosexual / Straight [ ]  Lesbian / Gay woman

[ ]  Gay man [ ]  Bisexual

[ ]  Not specified [ ]  Prefer not to say

|  |
| --- |
| **Equal Opportunities Monitoring (contd)** |

**Marital Status:**

[ ]  Married [ ]  Partner

[ ]  Civil Partnership [ ]  Single

[ ]  Divorced [ ]  Separated

[ ]  Widowed [ ]  Prefer not to say

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**Religion:**

[ ]  Baha’i [ ]  Buddhist

[ ]  Christian [ ]  Hindu

[ ]  Jain [ ]  Jewish

[ ]  Muslim [ ]  Sikh

[ ]  Catholic [ ]  Other

[ ]  Prefer not to say [ ]  No religion

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**Carer responsibilities:**

City of York Council values and embraces all people, regardless of any caring responsibilities that they may have, and strives to ensure that all people are treated with dignity and respect. A carer is defined as someone who looks after family, partner or friends in need of help because they are ill, frail or have a disability and that the help they provide is unpaid (except for Carers Allowance).

Are you a carer for family/friends? Yes [ ]  No [ ]  Prefer not to say [ ]

If yes please tick the appropriate box: Carer for:

[ ]  Elderly relative [ ]  Friend

[ ]  Relative [ ]  Young relative (under 18yrs)

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**Armed Forces Community**

To enable us to monitor applications from the Armed Forces community please indicate if you are part of this.

Are you a member of the armed forces community?

Yes [ ]  No [ ]  Prefer not to say [ ]

If yes please tick the appropriate box:

[ ]  Reservist [ ]  Regular personnel

[ ]  Veteran [ ]  Family of regular personnel, reservists or veterans

[ ]  Bereaved