



HR Operations Team - Schools  
Application Form for Support Staff Appointment

Application for the post of
School
Post Number (If applicable)



**BEFORE COMPLETING THIS FORM, PLEASE READ THE ATTACHED INSTRUCTIONS 'APPLYING FC WITHIN NORTHAMPTONSHIRE COUNTY COUNCIL'**

**1 PERSONAL DETAILS**

Surname	First Name(s)
Title (Mr, Mrs, Miss, Ms etc)	Preferred Name
Address	Telephone Numbers
	Home
	Business
	Mobile
Post Code	email address
Are you aged 16 or over	<input type="checkbox"/> Yes <input type="checkbox"/> No

**2 CURRENT OR MOST RECENT EMPLOYMENT**

Name of Employer	
Address	
Post Code	Telephone Number
Position held	
Date appointed	Notice required
Salary/Wages £	

Please give a brief description of the main duties of this post:

### 3 PREVIOUS EMPLOYMENT

Start with your most recent job. You should include all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You may be asked to explain the gaps.

Name of employer/organisation and full address	Job Title	From Month/Year	To Month/Year

*We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied*

### 4 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained. This should include any qualifications which you are studying for now. You will be required to prove you have obtained the qualifications you have listed.

Secondary School/College/University/Institute	Qualifications and grades achieved

## 5 TRAINING AND MEMBERSHIPS

Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in section 4.

Title of training programme/course and brief description	Date (approx) started/completed
Membership of Professional Association and Level	Dates
Teachers' Pensions Reference Number (Teachers only)	
GSCC Registration Number (Qualified Social Workers only)	

## 6 ADDITIONAL INFORMATION

### Disabilities

The Council wishes to encourage people with disabilities to apply for jobs.

If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview.

Please tick here if you have a disability

You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.

In relation to any disability, would you require special facilities or assistance at interview?

Yes  *If yes please give details*

No

### Flexible Working Arrangements

Please indicate below if you wish to undertake this job on a flexible working arrangement pattern:

Flexible working pattern only

Full time only

Either flexible working pattern or Full time

## 7 SUPPORTING STATEMENT

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. **No assumptions will be made about your experience.**

Please explain below how your experience, skills and knowledge, **meet the criteria for the post as described in the person specification.** Make sure you address all the criteria on the person specification.

*Please continue on a separate sheet if necessary*

*Please  
leave  
blank*

## 8 OTHER DETAILS

Are you able to travel freely between locations? Yes  No

Do you have a current driving licence? Yes  No

Do you need a work permit to work in the UK? Yes  No

If yes, when does your current work permit expire?

What is your National Insurance Number?

Are you related to any County Councillor? Yes  No

Are you related to any employee of the Council? Yes  No

If you have answered yes to either of the last two questions, please give full details below.

I would like you to retain my details on your files for a period of 6 months for consideration should suitable alternative opportunities arise. Yes  No

## 9 DECLARATION OF INTEREST IN PRIVATE ENTERPRISE/CODE OF CONDUCT

County Council employees must not allow personal and/or private interests to influence their conduct as employees.

In particular the County Council requires all applicants (and existing employees) to inform the County Council if they have any other current employment and also if they, their partners or close relatives have an interest in a private enterprise. If the County Council considers that there is conflict of interest (as a result of information disclosed) you will not be considered for employment. Non disclosure of a possible conflict of interest could also result in any employment being terminated.

Examples are given in the attached booklet 'Applying for a Job with Northamptonshire County Council'.

Please detail any such information below.

## 10 CRIMINAL CONVICTIONS

This appointment is excluded from the Rehabilitation of Offenders Act 1974. Applications must declare any convictions which for other purposes are "Spent" and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. I will provide the information requested on a questionnaire to be sent to me at the time of shortlisting and understand that the provisionally selected candidate for such posts will be required to apply for a Criminal Records Bureau Disclosure at the appropriate level. Any information will be treated confidentially.

Signed

Date

## 11 REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees if necessary.

### A REFEREE DETAILS

Name \_\_\_\_\_

Position in organisation  
*(if applicable)* \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Telephone Number \_\_\_\_\_

### B REFEREE DETAILS

Name \_\_\_\_\_

Position in organisation  
*(if applicable)* \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Email \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name by which you were known to your referee(s) if different from now \_\_\_\_\_

References may be requested prior to interview, for those candidates shortlisted.

May we contact your present employer if you are shortlisted? Yes  No

If you have indicated NO above, please note that references will be required if you are the preferred candidate after interview.

## 12 DECLARATION

I declare that I have read and understood the contents of the booklet 'Applying For a Job With Northamptonshire County Council'.

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the County Council shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any elected Councillor or employee of the County Council in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Jul09

# MONITORING OF RECRUITMENT & SELECTION

<b>Initials</b>	<b>Surname</b>
<b>Position applied for</b>	<b>Location</b>
<b>Post No.</b> (as stated in the advertisement)	

1. The County Council is committed as part of its Equal Opportunities and Social Justice Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, race, ethnic or national origin, language, religion, gender, marital status, sexuality, disability, age, social background or any other unjustifiable reason. Procedures will be regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of merits and abilities.
2. One means of monitoring recruitment practice is by analysing data obtained from applicants for employment with the County Council. Your co-operation in providing the information requested below will be appreciated. This information will not form part of your application and will be separated from your application on receipt. Please be assured that it will be treated confidentially, used for analysis purposes only and will contribute to the development of future recruitment practice aimed at equality.
3. The County Council requires all its employees, in the course of their work, to behave in a non discriminatory way toward other employees and members of the public. All County Council staff are encouraged to be part of developing equality and social justice through the practices, provision of services and policy in which they are involved.

*If you would like to comment on the information sought, please do so below:*

Please answer the questions below by marking the appropriate box

**AGE (YEARS)**

16-20 <input type="checkbox"/>	36-40 <input type="checkbox"/>	56-60 <input type="checkbox"/>
21-25 <input type="checkbox"/>	41-45 <input type="checkbox"/>	61 and over <input type="checkbox"/>
26-30 <input type="checkbox"/>	46-50 <input type="checkbox"/>	
31-35 <input type="checkbox"/>	51-55 <input type="checkbox"/>	

**Gender**                      **Female**                       **Male**

**Ethnic Origin**

I would describe my race or ethnic origin as:

<b>WHITE</b>	<b>ASIAN OR ASIAN BRITISH</b>	<b>CHINESE OR OTHER ETHNIC GROUP</b>	<b>MIXED</b>	<b>BLACK OR BLACK BRITISH</b>
British <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Black African <input type="checkbox"/>
Other White <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		White and Asian <input type="checkbox"/>	Other Black <input type="checkbox"/>
	Other Asian <input type="checkbox"/>		Other Mixed <input type="checkbox"/>	

**Sexuality**

I would describe my sexuality as:

Heterosexual <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Gay <input type="checkbox"/>	Bi-sexual <input type="checkbox"/>
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**Disability**

Do you consider yourself to have a disability as defined by the Disability Discrimination Act                      YES                       NO

**Publication in which advertisement was seen:**

Northamptonshire Council Website <input type="checkbox"/>	JobsGoPublic Website <input type="checkbox"/>	Other Website <input type="checkbox"/>
Internal staff vacancies circular <input type="checkbox"/>	Local Newspaper <input type="checkbox"/>	Ethnic Press <input type="checkbox"/>
Job Centre <input type="checkbox"/>	National Newspaper <input type="checkbox"/>	Trade Newspaper <input type="checkbox"/>

Are you currently employed by Northamptonshire County Council                      YES                       NO

For Office use only	Shortlisted =
	Appointed =





## APPLYING FOR A JOB WITH NORTHAMPTONSHIRE COUNTY COUNCIL

**THIS LEAFLET IS ALSO AVAILABLE IN LARGE PRINT, BRAILLE AND ON AUDIO TAPE. PLEASE CONTACT 01604 237666.**

Whether you are already in employment, unemployed, returning to work after a break or looking for your first job after leaving full-time education, these notes are to help you complete your application as effectively as possible. Please read them before completing your application.

It is not possible to interview everyone who applies for a job. Your application form is the only means we have to judge your capability and potential and the information in it will be used to draw up a shortlist for the next stage of selection.

With the application form are a job description and a person specification. Read these documents through so that you are familiar with what the job involves. Have you got all the relevant skills and experiences for the job?

The job description lists the main duties and responsibilities for the post.

The person specification sets out the experience, skills, abilities and qualifications required to do the job. These requirements are split into two categories:

- i) essential criteria – these are the characteristics that are seen as essential to the job. A candidate that does not have these will not be able to carry out the job and will not be shortlisted for interview.
- ii) desirable criteria – these may be used to choose between two or more good candidates.

Your application will be assessed against the criteria listed on the person specification.

### GENERAL POINTS

- Please read each section carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.
- CVs alone are not acceptable. You must complete the application form.
- Write in a concise, well organised and positive way. Make sure all sections are completed clearly and as fully as possible. Keep to the facts - you may have to justify any information you have given.
- Make sure your application relates to the person specification for the specific job that you are applying for.
- If you run out of space you may use additional pages.
- When you have finished your application re-read it and check for any errors or omissions.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application. It will be useful to refer to for preparation if you are called for interview.
- If you have a disability you are welcome to apply on computer CD if you wish.

### PERSONAL DETAILS

Please complete this section fully and clearly. This is the information we need to contact you.

### CURRENT OR MOST RECENT EMPLOYMENT

Please state your employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

## PREVIOUS EMPLOYMENT

Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.

## EDUCATION AND QUALIFICATIONS

List the qualifications you possess including grades. There is no need to list failed exams. The person specification will say if the job requires any particular qualifications. If you are appointed we will need to see evidence of essential qualifications.

There is no need to give the name of the school, college or university you have attended.

## TRAINING AND MEMBERSHIPS

List any formal, informal or on the job training you have received. Selection will be based on the education and training listed in the person specification.

## ADDITIONAL INFORMATION

### **Disabilities:**

This information will not be used as part of the shortlisting process.

If you have declared a disability on your application and you meet the essential criteria for the job, as listed in the person specification, you will be guaranteed an interview. This does not guarantee you the job. At interview you will be assessed along with all the other candidates. You do not have to declare a disability, but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

Please say if you need any special assistance at interview, for example if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

### **Flexible working:**

Flexible working arrangements can apply to many jobs within the Council. This can include:

- Part-time or term-time working
- Job sharing, where the duties and responsibilities of a full-time job are shared
- Compressed working hours or hours arranged in a pattern that varies from the standard five day working pattern.

The job advert will let you know the hours for the job if they are less than full-time or if a particular working pattern is needed.

If you wish to apply for a flexible working arrangement, you should indicate this on your application form. The recruiting manager will consider whether you are suitable for the job first and will then discuss with you whether flexible working arrangements can be applied.

## SUPPORTING STATEMENT

**This is your opportunity to tell us why you are suitable for the job.** Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Ensure that this section is written in a well-organised manner and is relevant to the job for which you are applying. Write in a positive manner such as 'I was responsible for....' or 'I organised.....'. It is useful to deal with each point of the person specification in turn. This will help you to structure your statement clearly.

## OTHER DETAILS

Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current driving licence. Please complete this section fully.

## WORK PERMIT / NATIONAL INSURANCE NUMBER / TEACHERS' PENSIONS REFERENCE NUMBER

Before you are appointed, the County Council must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you require a work permit to take up employment. If you are a qualified teacher please state your Teachers' Pensions Reference number.

## RELATIONSHIP

We need to know if you are related to a Councillor or an employee of the County Council. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

At the same time it is to your advantage to find out as much relevant information as you can about the County Council, the Directorate or the job applied for. If the advertisement invites you to contact a named person for an informal chat, please feel free to do so. This will not form part of the selection process.

## DECLARATION OF INTEREST

Please give details of any other current employment you have. Also, please give details of any interests that you, your partner or a close relative has in a private enterprise. This is to ensure that there is no conflict of interest that could affect your employment with the County Council. Just a few examples which could be considered in conflict are:

- a job that involves referring elderly persons for accommodation when a partner runs a care home.
- a job that involves tendering for work when a close relative runs a business that could benefit.
- if you or a partner has an association with an organisation that receives a grant from the County Council and the job involves monitoring or issuing grants.

## CRIMINAL CONVICTIONS

If the job/placement for which you are applying involves working with children or vulnerable adults, it will be exempt from the Rehabilitation of Offenders Act, 1974 and subject to a Criminal Records Disclosure at an enhanced level in accordance with the requirements of the Criminal Records Bureau and the Police Act 1997.

The Council Criminal Records Bureau Disclosure policy is that the Council will undertake Criminal Records Bureau Disclosure checks to:

- Provide protection for children and vulnerable adults against those who might wish to harm them;
- Protect the interests of the Council from those who may not be considered suitable to work in sensitive occupational areas.

The Council is committed to preventing discrimination or any other unfair treatment against any employees, potential employees or voluntary workers on the grounds of offending behaviour that does not create risk to children or vulnerable adults; or adversely affect the interests of the Council in sensitive occupational areas.

The Council complies with the Criminal Records Bureau Code of Practice, which is available on request.

If you are shortlisted for interview, you will be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act and any cautions or bind-overs. The information will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record or other information will not debar you from a job/placement, unless the Council considers that the conviction renders you unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant, including appropriate consideration in relation to the Council's Equality and Diversity Employment Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. If you would like to discuss whether a conviction you have would be likely to debar you from working with children or vulnerable adults you may telephone Human Resources on 01604 237666.

A copy of our Recruitment of Ex-Offenders Policy is also available on request.

Please ensure that you sign this section.

## REFERENCES

No offer of appointment will be made until references, that are satisfactory to the County Council, are received. Referees must be able to produce information about your suitability for the post.

You will need to provide the names of two referees. One should be your most recent employer and the second a previous employer or someone who can give information relevant to the job.

If you are a school or college leaver please give the name of your head teacher or tutor.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed "to whom it may concern" are not acceptable.

If you have been self-employed or employed by an organisation that has ceased trading give the name of an official such as an Accountant or Bank Manager who can vouch for that period.

References will only be taken up if you are shortlisted for the post you are applying for. Please state on the form if we should not contact a referee prior to interview.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

## DECLARATION

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you.

**Please do not forget to sign your application form. If you are applying by e-mail, you will be asked to sign your application form if you are invited to interview.**

## EQUAL OPPORTUNITIES

All stages of the recruitment process are monitored. We ask you to assist us in this monitoring by completing the recruitment monitoring form. The people involved in the selection process will not see it.

## WHAT HAPPENS NEXT?

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

If you do not receive an invitation for interview by the date specified in the advertisement you can assume that your application has not been successful. If you require feedback on the reasons why you have not been shortlisted, please contact the recruiting manager (or informal contact named on the original advert).

If you are not successful in your application, please do not be discouraged from applying for other jobs with the County Council. Your skills and experience may be more suitable to another vacancy.

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