Application for Employment

Please read the guidance notes before completing this application form.

Post Reference   **Post Title**

Post Advertised in

Section One

Surname *(Block Letters)*

Full Forenames *(Block Letters)*

Correspondence Address   **Home Address** *(If different)*

Daytime Telephone   **Alternative Telephone**

Have you been known by a different name or changed your name by Deed Poll? ☐ Yes ☐ No

(If yes, please provide details)

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom? ☐ Yes ☐ No

National Insurance Number *(If applicable)* ☐☐☐☐☐☐☐☐☐

Relationship

If, to the best of your knowledge, you are related to any Member or employee of Cumbria County Council please state whether a Member of the Council, or if an employee, occupation, together with the name, address and relationship to such person.

Canvassing directly or indirectly will automatically disqualify you from the recruitment process

Applicants with Disabilities

Cumbria County Council will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010? ☐ Yes ☐ No

Rehabilitation of Offenders Act 1974

(Please refer to the guidance notes before completing this question)

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

(If yes, please provide details below)

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_____

References

(Please refer to the guidance notes before completing this question)

Name	Name
Job Title	Job Title
Capacity in which known	Capacity in which known
Address	Address
Telephone Number	Telephone Number

Can we contact prior to interview? ☐ Yes ☐ No   Can we contact prior to interview? ☐ Yes ☐ No

Section Two

Secondary Education

Name and location of school/college	From	To	Examinations taken *(include date, level, grade)*

Further Education – University, College Courses

Name and location of establishment	From	To	Examinations taken *(including subject and level)*	Classification or Grade

(To be completed for Teaching Applications only)

Date Gained Qualified Teacher Status	Probation Induction Completed Yes or No	DFES Number

Membership of Professional Organisations and Institutions

Name of Professional Body or Organisation	Date Attained	Membership Status	Membership Number	By Examination Yes/No

Work Related Training

Date	Course/Training Details

Present Employment *(Present or most recent employment details)*

Name and address of employer

Job Title   Salary

Date of appointment   Date of leaving *(If applicable)*

Period of notice required   Date available to commence employment

Reason for leaving *(If applicable)*

Main duties and responsibilities

Previous Employment

In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(We may contact all or any employers you have listed below in order to verify the employment details stated.)

Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

Section Three

Additional Information *(Please refer to the guidance notes before completing this section)*

Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

a) The provision of false information may result in disqualification from the recruitment process or termination of employment.

b) The information provided on this application may be stored and processed by the school for a period of 6 months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.

c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated.

d) Canvassing of Officers or members of the County Council or any Committee, directly or indirectly for any appointment will disqualify my application.

e) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non appointment or disciplinary action and potential dismissal.

f) Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record spent or otherwise.

g) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verifications checks that may be made.

h) Cumbria County Council must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds. We do not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

Date   **Signature**

Return the completed application form to:

St. Mary's CE Primary School
Kendal Road
Kirkby Lonsdale
Carnforth
LA6 2DN

admin@stmarys-kl.cumbria.sch.uk