



APPLICATION FOR EMPLOYMENT

POST DETAILS

Post title:
Post no:

PREFERENCES

If there are alternative locations, hours, days or grade options for this post, please indicate below the options you wish to be considered for:

PERSONAL DETAILS

Title:
First name(s):
Last name:
Address including postcode:

Home Telephone Number

Work Telephone Number

Mobile Telephone Number

Email Address

My preferred method of communication is by
(please specify email or hard copy):

Date of birth:

National Insurance Number:

Department for Education (formerly
Dfes) number:

Period of notice required in current post:

Are you a current employee of East
Riding of Yorkshire Council? Yes / No

Do you have a family or close
relationship to a Member or Senior
Officer of this Authority or Member of a
Governing Body? Yes / No

If yes, please give name(s) and
relationship:

Do you hold a full valid driving licence? Yes / No

Do you have the use of a car? Yes / No



Do you have, or have you had in the last 5 years, any of the following driving convictions?

Dangerous/reckless driving (code DD)	Yes / No
Driving whilst under the influence of drink/drugs (code DR)	Yes / No
Unlawful taking / Stealing (code UT)	Yes / No
Failing to Stop / Failing to report an accident (code AC)	Yes / No
Disqualification from driving for ANY offence (including totting up)	Yes / No

Please specify any other driving conviction within the last 5 years:

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EDUCATION AND TRAINING

School, College, University, Other body	From	To	Qualification / Training Course, Subject and Grade

POST GRADUATE AND PROFESSIONAL QUALIFICATIONS

Professional organisation/ awarding body	Grade of membership/qualification (expiry date, if relevant)	Date achieved

EMPLOYMENT (CURRENT OR MOST RECENT FIRST)

FULL RECORD OF EMPLOYMENT FROM LEAVING SCHOOL Please leave no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employment. It is especially important that reasons for leaving are given fully.

Post Title	Name and Address of Employer	Key Duties	Salary and Grade/Scale Point (including allowances)	From/To	Reason for leaving

SKILLS, KNOWLEDGE & EXPERIENCE WHICH MAKE YOU SUITABLE FOR THIS POST

Please refer closely to the employee specification for this post while completing this section of your application form. Explain how you meet each requirement for the post by providing clear examples, which can be drawn from your current and previous roles as well as any other experience that is relevant e.g. voluntary work. Please continue on a separate sheet if necessary.

IMPORTANT NOTICES TO APPLICANTS

This post is exempt from the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemptions) Order 1975. Applicants must declare all convictions, cautions or bind-overs which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such information could result in dismissal or disciplinary action.

Any information given will be completely confidential and will be considered only in relation to your application for this post. Any disclosure information revealed will be discussed with you prior to a recruitment decision being made.

All criminal record information is dealt with in accordance with the Criminal Records Bureau Code of Practice, a copy of which can be supplied on request.

A criminal record will only bar you from working with us if the circumstances and background of your offence(s) are incompatible with the duties of the post.

Have you ever been convicted of a criminal offence, cautioned or bound-over?	Yes / No
If you have answered YES above, please state the nature of offence(s) and the date and place of the conviction(s), caution(s) or bind-over(s):	
Any other names you have used with dates of usage e.g. maiden name, former marriage, change by deed poll:	

DISCIPLINARY RECORD

Please give details of any/all disciplinary action taken against you by any employer. Give a brief outline of the issue, process and the outcome:	
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REFERENCES

Please give details of two employment referees, one of whom must be your present or most recent employer. (If you are not currently working with children, but have previously done so, you must also provide a referee for your most recent employment with children). References are not accepted from relatives or friends writing solely in this capacity. Referees will be asked about your performance and by providing their details you are consenting to this. The Council reserves the right to contact any current or previous employer after interview.

PLEASE ENSURE YOU GIVE TWO REFEREES

Referee 1 Name:

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Position:

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Organisation:

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Address including postcode:

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Telephone number:

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Fax number:

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Email:

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Referee 2 Name:

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Position:

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Organisation:

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Address including postcode:

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Telephone number:

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Fax number:

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Email:

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Additional Referee Name:

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Position:

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Organisation:

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Address including postcode:

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Telephone number:

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Fax number:

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Email:

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Referees will normally be contacted before interview. Please indicate here if you do not wish this to happen:

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WHERE YOU SAW THE VACANCY ADVERTISED



Please state where you first saw this vacancy advertised:

COMMITMENT TO EQUALITY OF OPPORTUNITY

East Riding of Yorkshire Council will ensure that no job applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities. All employees must seek to eliminate discrimination and promote equality and good relations within all communities.

The council is committed to interview all applicants with a disability who meet the essential criteria for a vacancy and consider them on their abilities. Advertisements carry the Positive About Disablement (two ticks) symbol to indicate this.

East Riding of Yorkshire Council operates a normal retirement age of 65 in line with Age Discrimination legislation. Job applications are welcome from those over 65, for consideration where an applicant below retirement age cannot fill a vacancy.

Applications from job seekers who require Tier 2 (skilled worker) sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the Council is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. Applicants from outside the EEA can find out more about sponsorship and self-assess the likelihood of obtaining a Certificate of Sponsorship for this post by visiting the UK Border Agency website at www.ukba.homeoffice.gov.uk

SAFEGUARDING INFORMATION

East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children. Referees will be asked about disciplinary offences and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact. Any relevant issues arising from references will be discussed at interview.

If you are the preferred candidate, a Criminal Records Bureau disclosure will be obtained before an offer of appointment is made.

GENERAL INFORMATION

This application will be treated in the strictest confidence. The Council reserves the right to verify claims made in this application. Canvassing of any Member or Officer of the Council will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to a Member, Senior Officer or Member of a Governing Body will be disqualified from appointment.

Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.

DECLARATION BY APPLICANT

In completing this form, I give my permission for this data (excluding workforce monitoring information) to be used in the recruitment process to arrive at a selection decision and to be held and used for the



purpose of compliance with Council policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns as defined under data protection legislation. Should I be unsuccessful this will be for a period of six months, should I be successful I understand that the data will form the basis of some personal files.

I agree that during the course of any employment I will inform my Head Teacher immediately of any conviction for a criminal offence (other than minor road traffic and parking offences).

I certify that the contents of this application are, to the best of my knowledge and belief, a true statement. I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body relating to this type of work. I have declared any convictions, cautions and bind-overs.

Signature:

Date:

For Official Use Only	Shortlisted for interview	YES/NO
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WORKFORCE AND DISABILITY MONITORING

We are committed to recruiting a diverse workforce to make us a strong and successful Council. We are passionate about not only recruiting but supporting and retaining employees with a disability. To ensure we deliver our commitments we need to ask whether you have a disability, but why?



- So we can give you information about the support available at work.
- So you are given the chance to be consulted about things that might affect you.
- Because we are committed to identifying and tackling barriers to employment.
- We guarantee an interview to any person with a disability who meets the minimum criteria for the post.
- Every year the Council has to inform the government as part of our statutory responsibilities how many people with disabilities we employ.



You need not be registered disabled or in receipt of any benefit for your condition to count as a disability.

These details enable the Council to meet its statutory obligations and will not be used to make selection decisions. This section will be removed from the application form and used for monitoring purposes and to offer support at interview.

Name:

Post Number:

Post Title:

Are you willing to disclose your disability status?

YES / NO

Do you have any of the following conditions (whether diagnosed or not)?

YES / NO

Physical Conditions; (Back, neck or limb problems, mobility problems, day to day lifting difficulties, manual dexterity, continence, diabetes, stomach, liver, kidney or digestive problems, progressive illnesses, e.g. Multiple sclerosis, HIV, heart disease/high blood pressure, those with cancer or surviving cancer)

YES / NO

Sensory Conditions; (Hearing, colour blindness, speech impairment, partial sight, but not eye conditions corrected by glasses)

YES / NO

Other Conditions; (if clinically recognised e.g. depression, learning disability, dyslexia, autistic spectrum, Asperger's syndrome, eating disorders, cluster headaches, agoraphobia)

YES / NO

Please give details of your condition(s):

Please tell us about any support, help or specific equipment, aides or adaptations you would need at interview:

Age group	Under 25	<input type="checkbox"/>	45-54	<input type="checkbox"/>
	25-34	<input type="checkbox"/>	55-64	<input type="checkbox"/>
	35-44	<input type="checkbox"/>	65 or over	<input type="checkbox"/>
Gender	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Marital status	Married/Civil Partner	<input type="checkbox"/>	Widowed/Surviving Civil Partner	<input type="checkbox"/>
	Single	<input type="checkbox"/>	Divorced/Civil Partnership Dissolved	<input type="checkbox"/>
	Separated	<input type="checkbox"/>	Co-habiting	<input type="checkbox"/>

My ethnic origin is:

White

- British
- Irish
- Any other white background (please give details)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please give details)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please give details)

Black or Black British

- Caribbean
- African
- Any other black background (please give details)

Chinese or Other ethnic group

- Chinese
- Other (please give details)

Do you need any support, assistance or translation help due to a communication barrier e.g. literacy skills or English is not your first language?

RIGHT TO WORK IN THE UK

The Immigration, Asylum and Nationality Act 2006 places a duty on all employers to prevent illegal working and requires that employers confirm the right to work in the UK before making an appointment. To assist with this, **please give your nationality:**

(This information will not be used for selection purposes. It will only be used if you are the preferred candidate for the post to assist in confirming right to work in the UK or in making an application for a Certificate of Sponsorship).

MEDICAL DECLARATION

If you are the preferred candidate and have indicated that you may need aids or adaptations to the workplace or work arrangements, you will be sent a more detailed Health & Medical questionnaire so Occupational Health can provide advice on how to support you in the workplace.

Any false statement or withholding of relevant information may result in dismissal or the withdrawal of an offer of appointment.

- 1 Do you have any medical conditions or physical limitations that would require any adjustments in the workplace? YES / NO
- 2 If this post requires you to drive, do you have any medical conditions or physical limitations which could affect your ability to drive? YES / NO



POLICY ON THE RECRUITMENT OF EX-OFFENDERS

The East Riding of Yorkshire Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s).

As the East Riding of Yorkshire Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in certain posts will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Applicants will be informed at the earliest opportunity, but no later than at the interview, that a disclosure will be requested prior to an offer of appointment.

At the point at which a disclosure form is requested from an applicant, the applicant will be informed of the existence of the Council's policy on the recruitment of ex-offenders. A copy of this document will be made available to applicants on request.

Applicants will be given the opportunity to discuss the disclosure information before a final recruitment decision is made as part of the post interview process. If it is the case that information provided in the disclosure contradicts that provided by the applicant, this should be discussed with the applicant in person as part of the post interview process.

Existing employees who are found to have a criminal record should not be dismissed as a matter of course. An investigation of the situation will be undertaken under the Council's Disciplinary Policy and Procedure to determine whether dismissal is appropriate.