# Job application form

## Opportunities within Schools

### Guidance and Important Information

Thank you for applying for an opportunity in one of Cumberland Council's Schools. Please read through the guidance notes before completing your application form.

- All sections of the application form must be completed by typing in the blank fields
- Please note that DBS checks will be completed for posts which require them. The level of DBS check required will be outlined in the information for the vacancy. Where the level of check needed for the role includes a children's and / or adults barred list check, the role will include regulated activity with that respective group. It is a criminal offence for someone that is barred from working with children and / or adults to apply to work in regulated activity with them.
- In line with current Keeping Children Safe in Education Guidance, eligible candidates will be asked to declare any relevant criminal offences prior to the interview process. Further details on this will be provided following the shortlisting stage. Candidates need not declare any offences at this application stage.
- Applicants with previous criminal offences can access Cumberland Council's policy on employment of ex-offenders below:
    - **Link to policy on employment of ex-offenders**

  Child protection is of upmost importance to us and the relevant child protection policies and practices can be accessed via the Cumbria Safeguarding Childrens Partnership (CSCP) website or viewed via the link below:

  **https://cumbrialscb.proceduresonline.com/chapters/full_contents.html#core**
- Additionally, please visit the school's website for further policy and practice information on child protection.

## Section 1. Your Details

Title: Forename(s):

Surname:

Post for which you are applying:

Post reference number:

Where did you see the post advertised?

**Please delete as appropriate**

Are you an internal applicant? Yes No

Are you on the Alternative Employment Programme? (Internal applicants only) Yes No

Are you working with CCC through an agency? Yes No

## Section 2. Guaranteed Interview Scheme

Cumberland Council offers a guaranteed interview scheme to the following applicants:

- Those who consider themselves disabled as defined by the Equality Act 2010
- Those in care or have left care and are aged 24 and under
- Armed forces veterans whose last long term substantive employer was the armed forces

If you meet one or more of the criteria above, and wish to be considered for this scheme, a guaranteed interview will be offered so long as your application can demonstrate you meet the essential criteria for the role. If you wish to be considered for the guaranteed interview scheme, please indicate which criteria you meet below:

Are you in care, or a care leaver? Yes No

Do you consider yourself disabled? Yes No

Are you an Armed Forces Veteran? Yes No

## Section 3. Your Personal Details Continued

Address:

Correspondence Address: (if different)

Postcode:

Postcode:

Telephone:

Email:

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

If yes, provide details including any former names:

Are you related to any member or employee of Cumberland Council? Yes No

If yes, state whether a member of the council, or if an employee, their name, occupation and your relationship to them.

## Section 4. Supporting Information

Please provide a personal statement covering the qualities, skills and experience you have that are relevant to your suitability for the post advertised and how you meet the requirements of the person specification.

The information you provide in this section will be used when shortlisting applications for interview so it is very important that you provide as much information as possible.

If you run out of space you can attach additional sheets to your application. Please ensure these are signed and dated.

Supporting Statement:

## Section 5. Your Employment History

Please provide details of your present (or last) employment and reason for leaving

Additionally, in line with safer recruitment practices, please provide a full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment, leaving no periods of time unaccounted for.

Please continue on an additional sheet if necessary.

| | | | |
|---|---|---|---|
| Current / Most Recent: Employer | | | |
| Address: | | | |
| Job Title: | | | |
| Date From: | | Date To: | |
| Salary: | | Notice Required: | |
| Reason for Leaving: | | | |

Description of Duties

| |
|---|
| |

| | | | |
|---|---|---|---|
| Previous Employer: | | | |
| Address: | | | |
| Job Title: | | | |
| Date From: | | Date To: | |
| Salary: | | Notice Required: | |
| Reason for Leaving: | | | |

Description of Duties

| |
|---|
| |

| | |
|---|---|
| Previous Employer: | |
| Address: | |
| Job Title: | |
| Date From: | Date To: |
| Salary: | Notice Required: |
| Reason for Leaving: | |

Description of Duties

I have provided further employment details on an additional sheet **YES / NO**

Please provide any further details relating to any gaps in employment or full time education.

Have you ever spent time living abroad? **YES / NO**

Please provide further details

## Section 6. Your Qualifications

Use the space below to tell us about the qualifications you hold or are working towards which are related to the post for which you are applying.

If successful in your application you will be required to provide original documentation of qualifications.

| Establishment | Dates Attended | Awarding Body | Subject |
|---|---|---|---|
| | | | |

## Section 7. Your Professional Membership Details

| | |
|---|---|
| Professional Body: | |
| Membership Status: | |
| Membership Number: | |
| Date Attained: | Expiry Date: |

**Teaching Applications Only**

| | |
|---|---|
| Date gained qualified teacher status: | |
| Probation Induction Completed: | |
| Teacher Reference Number: | |

## Section 8. References

Please note, this vacancy is in scope of the recruitment practices outlined in the Keeping Children Safe in Education guidance. As such your references will be contacted prior to interview.

A minimum of 2 references will be obtained as part of the safer recruitment process. Further references can be requested where required, for example, if a further reference is needed to cover a longer time period. The school will be in touch for further referee information if this is required.

Reference 1: A reference from your current or most recent employer is required and the named referee should be a senior person with appropriate authority. For example, in school settings, this would be the head teacher / principal.

Reference 2: If you have previously worked with children but are not currently working with them, please provide an employment reference from the last time you worked with children.

If this does not apply, you should provide a further employment reference. However, if this is not possible (for example, the organisation no longer operates, or you have recently left education), one character reference can be obtained. Character references should be completed by those who have known you for more than 3 years. They should work in a professional capacity, for example a teacher, doctor, police officer or are from a recognised association.

| Current/ most recent employer reference | Previous employer or character reference |
|---|---|
| Name: | Name (note if Employment or Character ref): |
| Job Title: | Job Title: |
| Email Address (this should be a company address): | Email Address: |
| Address / Contact Details: | Address / Contact Details: |
| Relationship to Referee: | Relationship to Referee: |
| How long have you known them for? | How long have you known them for? |
| Contact Telephone Number: | Contact Telephone Number: |

## Section 9. Right to work in the United Kingdom

Do you have the right to work in the UK? YES / NO

Do you have any restrictions on your right to work in the UK (for example, student visa, limited time to remain, or sponsored by another employing organisation)? YES / NO

If yes, please provide further details below:

National Insurance Number: ☐☐☐☐☐☐☐☐☐

## Section 10. 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 Cumberland Council for a period of four 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 work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.

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

e) I understand and consent that, as part of the shortlisting process, schools and colleges may undertake an online search as part of their vetting due diligence in line with Keeping Children Safe in Education Guidance. The purpose of this will be to identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore at interview.

f) 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 verification checks that may be made.

g) Cumberland 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.

Signature: Date:

## Section 11. Equality and Diversity

The information you provide here will not form part of the recruitment and selection process and will not be seen by the short-listing panel.

*ADMIN- This information to be separated, recorded and confidentially secured. NOT to be shared with recruitment panels.*

### Post Details:

Reference: _____ Title: _____

Advertised in: _____

### Gender:

| | | | |
|---|---|---|---|
| Legal Gender: | Male | Female | Decline to specify |
| Gender identifier: | Male | Female | Non binary / Third gender |
| | Self-describe | Decline to specify | |

### Ethnic Origin:

Please tick the box that you feel best describes your ethnic origin

| | | |
|---|---|---|
| African | Arab | Bangladeshi |
| Caribbean | Chinese | Gypsy and Roma |
| Indian | Other Asian | Other Black |
| Other Category | Other Mixed | Other White |
| Pakistani | Traveller-Irish Heritage | White-British |
| White-Irish | White and Asian | White and Black African |
| White and Black Caribbean | Decline to specify | |

### Age:

| | | |
|---|---|---|
| 16-24 | 25-34 | 35-44 |
| 45-59 | 60-74 | 75+ |
| Decline to specify | | |

### Employment:

| | | | |
|---|---|---|---|
| Are you currently in paid employment? | Yes | No | Decline to specify |
| With Cumberland Council? | Yes | No | Decline to specify |

## Religion and Belief:

| | | | |
|---|---|---|---|
| Please tick the box that you feel best describes your Religion and Belief | Agnostic | Atheist | Buddhism |
| | Buddhist-Hinayana | Buddhist-Mahayana | Christian |
| | Christian-Orthodox | Christian-Protestant | Christian-Roman Catholic |
| | Confucianism | Hinduism | Islam-Shiite |
| | Islam-Sunni | Jewish | Judaism-Hassidic |
| | Judaism-Orthodox | Judaism-Reformed | Muslim |
| | No Religion | Pagan | Shintoism |
| | Sikhism | Taoism | Undeclared |

## Sexual Orientation:

| | | |
|---|---|---|
| Heterosexual | Gay / Lesbian | Bisexual |
| Self-Describe | Undeclared / Declined to specify | |

## Applicants with disabilities

Cumberland Council is a Positive about Disabled Employer. 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