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**Job Application Form**

**Completed application forms should be returned to the school unless stated otherwise.**

**Section A**

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| 1. Vacancy Details |

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| Job Title |  | | |
| Vacancy ID |  | Applicant ID  (for office use only) |  |
| School |  | Closing Date |  |

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| 2. Source | | | | | | |
| www.stoke.gov.uk | www.gov.uk/jobsearch  www.wmjobs.co.uk | | Newspaper (Please specify:      ) | | |  |
| Professional Journal (Please specify:       ) | | Social Media (Please specify:       ) | |  | Other (Please specify:      ) | |

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| 3. Personal Details |

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| --- | --- | --- | --- | --- |
| Title | Mr  Mrs  Miss  Ms  Dr | | | |
| First Name(s) |  | Surname |  | |
| Address |  | | | |
| Post Code |  | Email Address | |  |
| Tel No. Home |  | Tel No. Mobile | |  |
| Date of Birth |  | National Insurance No. | |  |

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| Qualified Teacher Status (if applicable) | Yes  No | | |
| DfES Reference No |  | Date Issued |  |

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| Do you have full clean driving licence? | Yes  No | Do you have the ability to travel? | Yes  No |

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| 4. Right to Work in the UK (Asylum and Immigration Act 1996) | |
| If appointed you will be required to provide proof of current and valid permission to be in the United Kingdom and to do the type of work offered. A list of valid documents are available at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk) | |
| Are you able to provide the documents required?  Yes  No |  |

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| 5. Rehabilitation of Offenders |
| The city council welcomes applications from all candidates. 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.  Do you have any unspent convictions?  Yes  No  If YES, please give details of the offence(s), including the date and sentence:    The Rehabilitation Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in dismissal. |

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| 6. Criminal Convictions |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes  No  If YES, please provide full details below including the date and nature of the offence:    The City Council will check with the DBS to see if you have any criminal convictions. For information regarding filtering of convictions please see: <https://www.gov.uk/government/publications/dbs-filtering-guidance>  Are you registered with the Update Service?  Yes  No  Any information will be treated as confidential. You should note that disclosing a conviction does not automatically bar you from appointment. Failure to disclosure may result in withdrawal of any job offer in relation to this form. |

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| 7. References |
| Please give the name and address of two people, one of whom must be your present employer (or in the case of a newly qualified teacher your training establishment and one of your placements). |

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| **1.Present / Last Employer:** | | | | |
| Name |  | Title/ Position |  | |
| Address |  | | | |
| Post Code |  | Email Address | |  |
| Tel No. |  | Tel No. Mobile | |  |
| **2.** | | | | |
| Name |  | Title/Position |  | |
| Address |  | | | |
| Post Code |  | Email Address | |  |
| Tel No. |  | Tel No. Mobile | |  |

**Please note – in the interest of safeguarding if your post requires you to work with children we will contact your referees prior to an interview. For all other post references will be sought on appointment**

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| 8. Declaration |
| I declare that all the information I have provided is true, and I have not canvassed a member / officer of the council directly or indirectly, in connection with this application and further to that will not do so. |

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| Signature |  | Date |  |
| To your knowledge are you related to any members / employees of the City Council? Yes  No  If YES, please specify who: | | | |

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| 9. Equality and Diversity - For monitoring purposes only | |
| Gender | Female  Male  Prefer not to say  Applicants should answer this question according to their current gender presentation, which may be different to that assigned at birth |
| Marital Status | Single  Married  Civil Partner  Widowed  Divorced  Dissolved  Separated  Prefer not to say |
| Sexual  Orientation | Opposite Sex (Heterosexual)  Opposite and Same Sex (Bisexual)  Same Sex (Lesbian / Gay)  Prefer not to say |
| Disability | Do you consider yourself to be disabled under the Equality Act 2010?  Yes  No  Prefer not to say |
| Ethnic Origin | |  |  |  | | --- | --- | --- | | **White**  British  Irish  Irish Traveller  Gypsy / Roma  Other White | **Mixed**  White / Asian  White / Black African  White / Black Caribbean  Other/ Mixed | **Asian / Asian British**  Pakistani  Indian  Bangladeshi  Other Asian | | **Black / Black British**  African  Caribbean  Other Black  Other Please state:  Prefer not to Say | **Chinese / Other Ethnic**  Chinese  Other |  | |
| Religion / Belief | I would describe my religion and belief as:  No Religious Belief  Prefer not to Say |

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| 10. Education Secondary, Further (continue on a separate sheet if required) | | | | | | |
| Name of School / College / University | | Qualification | | Subject | | Grade |
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| Professional Qualification/ Membership of Professional Bodies inc DfES/GTC | | | | | | |
| Name of Professional Body/Association | Current Level of Membership | | Method of Achievement (eg. Application; examination; invitation) | | Membership number | |
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| 11. Training and Development (continue on a separate sheet if required) | | | |
| Training | **Date Completed** | **Training** | **Date Completed** |
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| 12. Supporting Information (continue on a separate sheet if required) |
| Please tell us why you are suitable for the job and provide as much information as you can about your skills, abilities, knowledge and experience. |
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Previous employers may

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| 13. Current / Last Employment \* Previous employers may be contacted to validate information provided. |

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| Name of Employer |  | | | | | |
| Address |  | | | | | |
| Post Code |  | | Tel No | |  | |
| Job Title |  | | Local Authority | |  | |
| Date: From |  | | Date: To | |  | |
| Salary including details of allowances / benefits i.e. TLR, SEN, R&R Leadership Range | | |  | | | |
| Brief Description of your Current / Last Job | | | | | | |
|  | | | | | | |
| Reason for leaving /wanting to leave | |  | | Notice Period | |  |

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| 14. Previous Employment \* Start with the most recent (continue on a separate sheet if required). |

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| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
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| Reason for leaving |  | | |

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| If you have any gaps in your employment or education, please explain them here (continue on a separate sheet if required) |
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| Please detail below any dates when you would not be able to attend an interview. Every effort will be made to avoid these dates but this may not always be possible. |
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Thank you for taking the time to complete this application form.

If you have not received any further communication within 8 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

If you require the application form in an alternative format, please contact us.

Employee Resourcing Team,

Stoke-on-Trent City Council,

Floor 2, Civic Centre,

Glebe Street

Stoke-on-Trent

ST4 1HH

Telephone Number: 01782 238189

E-mail: [recruitment@stoke.gov.uk](mailto:recruitment@stoke.gov.uk)

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**www.stoke.gov.uk/jobs**