

**JOB APPLICATION FORM**

**Including Guidance Notes**

 You can also apply on line at [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk/)

 Please read through the guidance notes before completing your application form.

 Use black pen and write as clearly and legibly as possible.

 CVs alone are not acceptable. Applications must be submitted using the application form provided (other formats are available upon request).

 All sections of the application form must be completed unless stated otherwise.

 Please remember to complete and return the equal opportunities monitoring form as it is an essential part of our equal opportunities responsibility. Your answers will be treated confidentially and will not affect your job application in any way.

 Please complete and return this job application form using the correct postage amount and marked ‘Private & Confidential’ to: **Emily Collins, Ysgol Dinas Bran, Llangollen, LL20 8TG**

 If you have any further questions regarding the application form or the recruitment process, then please contact the School 01978 860669

|  |  |
| --- | --- |
| For the post of |  |
| Service |  |
| Section |  | Post No |  |
| Grade |  | Closing Date |  |



**Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Scheme**

**APPLICANT GUIDANCE**

Your application is important to us and plays a significant part in the selection process. It is important that the form is completed as fully and as accurately as possible. The shortlisting panel will decide on who to interview based solely on the information provided within the application form and match this against the essential and desirable criteria outlined in the person specification.

**PERSONAL DETAILS**

Please provide all the details as requested, as this will be the information we use to contact you.

**EDUCATION, TRAINING & MEMBERSHIP**

Please state clearly on the form the results of any exams/courses you have completed or that are on-going, as part of the selection process will be based on the education and training listed in the person specification. If you are shortlisted for interview, you must provide original proof of qualifications. You will be asked to bring these documents with you to interview.

**EMPLOYMENT**

You should complete this section in full, giving all periods of employment since leaving full time education, along with dates which show the month and year you were appointed/left the post. You must also clearly identify any gaps in employment, including dates and explain the reason for that gap in employment, i.e. raising a family, caring for a relative, gap year etc.

**SUPPORTING STATEMENT**

This is your opportunity to promote yourself and provide the evidence that you match the essential and desirable criteria outlined within the person specification. Please give examples and demonstrate, where possible, how you meet the criteria outlined within the person specification and include any other interests which may be relevant to the post. Applicants must meet all of the **essential** criteria (as a minimum) in order to be invited for interview.

**REHABILITATION OF OFFENDERS ACT 1974**

For posts where there is significant access to children and / or adults, a DBS disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and / or adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those which are ‘spent’ – all must be declared. Please refer to the full application guidance before completing this section of the application form.

**GUARANTEED INTERVIEW SCHEME (GIS) FOR DISABLED APPLICANTS**

Denbighshire County Council has been awarded the ‘Positive About Disabled People Two Ticks –

Guaranteed Interview Scheme' and are committed to interviewing all disabled applicants who meet all of the **essential** criteria of the role applied for. If you are applying for this position under the ‘Guaranteed Interview Scheme’ please complete the relevant section within the application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you. Please see the full application guidance for further details.

**REFERENCES**

External applicants – you must provide the names and addresses of your last two employers to whom reference can be made in support of your application. If these two references cover a period of less than three years then please provide reference details for all employers which will cover the whole three year period.

Internal applicants – you must provide one reference which must be your current line manager.

**PERSONAL DETAILS**

|  |
| --- |
| **Applicant Type** |
| **Applicant type** | Internal External |
| If internal, please supply your payroll number (the last 5 characters) |
| **Payroll Number** |  |

|  |
| --- |
| **Name Details** |
| **Title** |  |
| **Forename** |  |
| **Forename 2** |  |
| **Forename 3** |  |
| **Surname** |  |
| **Social Security Number****(National Insurance Number)** |  |

|  |
| --- |
| **Contact Details – Home Address** |
| **House Name** |  |
| **House Number/Street** |  |
| **Local Area** |  |
| **Post Town** |  |
| **POSTCODE** |  |
| **County** |  |

|  |
| --- |
| **Contact Details** - Please ensure that you enter a minimum of one telephone number |
| **Email Address** |  |
| **Home Telephone Number** |  |
| **Mobile Number** |  |
| **Work Telephone Number** |  |

|  |
| --- |
| **If having a valid driving licence is a requirement of the job, please complete this section. This requirement will be outlined in the person specification.** |
| **Do you hold a current driving licence?** | Yes No |
| **If ‘Yes’ please state the licence categories** |  |

**EDUCATION, TRAINING & MEMBERSHIP**

|  |
| --- |
| **Membership of Professional Bodies**Please state any memberships that you currently have with any professional institutes. This should include Teacher / GTCW / Care Council Registration details where applicable. Additional sheets may be added if necessary. |
| **Membership Name** | **Membership****Number** | **Membership****Level** | **Start Date** | **Expiry Date** |
|  |  |  |  |  |

|  |
| --- |
| **Qualifications**Please include subject, level, date, grade and place of learning. Also please include any qualifications you are currently studying for. Applicants will be required to provide original proof of qualifications at interview. Additional sheets may be added if necessary. |
| **Place of Learning** | **Date****Qualification****Obtained** | **Subject** | **Qualification****Level** | **Grade** |
|  |  |  |  |  |

**EMPLOYMENT**

|  |
| --- |
| **Full Employment History**Please state the most recent first. Please include any gaps in employment, explaining the reason, start and end dates. Additional sheets may be added if required. |
| **Employer name and address** | **from** | **to** | **Job Title** | **Salary** | **Job Details** | **Reasons for Leaving** |
|  |  |  |  |  |  |  |

**Supporting Statement**

Please outline the skills and experience you have gained through paid and / or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. It is essential that you provide us with the details that demonstrate how you meet the criteria outlined on the person specification because this is the evidence that will be considered when short-listing for interview. Additional sheets may be added if necessary.

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

**INFORMATION**

|  |
| --- |
| **Only complete this section if a Disclosure and Barring Service (DBS) check is a requirement of the post and is outlined within the vacancy documents.****Rehabilitation of Offenders Act 1974 -** Under the provisions of this Act and the Regulations you need not normally disclose details of any 'spent' convictions. However, if this is deemed to be a post that allows significant access to children and / or adults, you will, if offered employment, be required to give your consent for Denbighshire County Council to request a Disclosure and Barring Service (DBS) check. Any information received will be taken into account in considering your suitability for employment. You must disclose all reprimands and warnings. Additional sheets may be added if necessary.**YOU MUST DISCLOSE ALL CONVICTIONS, CAUTIONS, REPRIMANDS AND WARNINGS.** |
| **Have you ever been convicted, cautioned, reprimanded or warned in relation to any criminal offence?** | Yes No |
| **If ‘Yes’, please give full details of each offence. Additional sheets may be added if necessary.** |  |
| **If you have subscribed to the DBS update service, please tick Yes / No** | Yes No |

**Guaranteed Interview Scheme for Disabled Applicants (GIS)**

Denbighshire County Council guarantees to interview disabled applicants who meet the essential criteria for the post. Applicants with disabilities do not have to provide any information unless they want to and any information regarding disability will only be used to ensure that applicants are given full consideration under the Guaranteed Interview Scheme.

**Do you wish to be considered as part of the GIS scheme?** Yes No

**Relationship with Members or Employees?**

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship with an Elected Member, School Governor or employee of Denbighshire County Council. If so, please give the details below. An applicant who knowingly fails to disclose such a relationship shall be disqualified for the appointment.

**Please give details**

**Availability for Interview**

Please give any dates within the next two months when you will not be available for interview, if the advert has not already stated the interview date(s). The recruitment panel will try to arrange a suitable date for applicants taking into consideration the dates listed below, however, this cannot be guaranteed.

**Dates**

|  |
| --- |
| **Information** |
| **Where did you see the position advertised?** |  |
| **How was your experience of applying for a vacancy with us?** |  |
| **Any further comments?** |  |

**REFERENCES**

**References**

Please give names and addresses from your last two employers to whom reference can be made in support of your application. If these two references cover a period of less than three years then please provide reference details for all employers which will cover the whole three year period.

Relatives, partners, Elected Members or any member of the School Governing Body MUST NOT be nominated as referees unless the recruitment is for a headship post within a school. To do so will disqualify the applicant for the appointment. References will not be sought unless an offer of appointment has been made. All appointments are subject to satisfactory references being received.

Internal Applicants Only – Internal applicants must provide one reference which will be the current line manager. However, this does not apply to recruitment within a school.

Character references will only be acceptable where the candidate has just left school or hasn’t been employed in any capacity. Candidates must provide one referee from a senior member of staff from their school, college or university and the other should be a suitable character reference.

We reserve the right to contact any of your previous employers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name and Address of Referee** | **Referee Job Title** | **Referee Contact****Number** | **Referee Email Address** |
|  |  |  |  |

**DECLARATION**

**Data Protection Act 1998 -** Any personal information provided by you on this form will be processed in accordance with the Data Protection Act 1998. In signing this form you agree to this data being held, stored, used and processed as and when necessary by Denbighshire County Council for the purposes of carrying out their public function, for equal opportunities monitoring and for the prevention and detection of crime. Disclosure of your personal details may be given to external parties should they show reasonable cause for disclosure to be made and to the extent that the law allows.

**I certify that the information given on this form is true and correct at the time of completion. I understand that if I fail to give information, or provide incorrect information, this may result in an offer of employment being withdrawn or in disciplinary action which may result in dismissal.**

**Signature** ..............................................................................

**Date** / /

**EQUALITY AND DIVERSITY MONITORING FORM**

Denbighshire County Council is committed to promoting equality and diversity, which applies to everything the Council does. The information you give on this form will remain strictly confidential in accordance with the Data Protection Act 1998 and will only be used for statistical purposes as dictated by the Equality and Human Rights Commission. By completing this form you are giving Denbighshire County Council permission to use the information provided for statistical analysis. The information that you have provided **will not** affect any recruitment decisions about you.

**1. Age**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Under 20 | 20 – 29 | 30 – 39 | 40 – 49 | 50 – 59 | 60 and over |

**2. Gender**

Female Male

**3. Is your gender identity the same as the gender you were assigned at your birth?**

Yes No Prefer not to state:

**4. Do you consider yourself to be a disabled person?**

(A person with a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Prefer not to state | Details of impairment: |

**5. Are you currently or have you?**

|  |  |  |  |
| --- | --- | --- | --- |
| Pregnant | On maternity leave | Given birth within the last 26 weeks | Prefer not to state |

**6. What is your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual / Straight | Gay / Lesbian | Bisexual | Prefer not to state |

**7. What is your relationship status?**

|  |  |  |  |
| --- | --- | --- | --- |
| Single | Same sex civil partnership | Married | Prefer not to state |

**8. What is your ethnic group?**

|  |  |  |  |
| --- | --- | --- | --- |
| White | Other AsianBackground | Mixed White & Black Caribbean | Chinese |
| Asian-Indian | Black Caribbean | Mixed White& Black African | Gypsy / Roma/ Irish Traveller |
| Asian-Pakistani | Black – African | Mixed White & Asian | Other Ethnic Group please state: |
| Asian-Bangladeshi | Other BlackBackground | Other MixedBackground | Prefer not to state |

**9. What do you consider your nationality to be?**

|  |  |  |  |
| --- | --- | --- | --- |
| British | English | Welsh | Scottish |
| Irish | Northern Irish | Prefer not to state | Other please state: |

**10. What is your religion or belief?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agnostic | Atheist | Baha’i | Buddhist | Christian |
| Hindu | Humanist | Jain | Jewish | Muslim |
| Sikh | No religion | Prefer not to state | Other please state: |  |

**11. Do you consider yourself to be a carer?**

(A Carer is a person who cares for someone with a long term illness or disability or who is elderly and cannot manage on their own without support. This does not include support that is given as part of paid employment)

Yes No Prefer not to state

**12. What languages do you speak fluently?**

Welsh English Other, please state:

**13. What is your level of Welsh usage?**

1 = Not at all 2 = Moderately, a little 3 = Fluently, quite well

|  |  |  |  |
| --- | --- | --- | --- |
| Listening | Speaking | Reading | Writing |

**Thank you for completing this Equal Opportunities Monitoring Form**

