|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job applied for:**  **Post number:**  **School:**  **Location:**  **Employer:** Dorset County Council | | | | | | | | | | | | | | | | | |
| **Where did you see the vacancy advertised?** | | | | | | | | | | | | | | | | | |
| **Please tell us where you saw the vacancy advertised?** | | | | |  | | | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | | | | | | | | |
| **Preferred title:** | | |  | | | Dr | | | |  | | Lady | | |  | | Lord |
|  | | |  | | | Miss | | | |  | | Mr | | |  | | Mrs |
|  | | |  | | | Ms | | | |  | | Prof | | |  | | Rev |
| **Forenames (given name):** | | |  | | | | | | | | | | | | | | |
| **Surname (family name):** | | |  | | | | | | | | | | | | | | |
| **Known as:** | | |  | | | | | | | | | | | | | | |
| **Email** | | | | | | | | | | | | | | | | | |
| **Email address:** | | |  | | | | | | | | | | | | | | |
| **Telephone** | | | | | | | | | | | | | | | | | |
| **Home:** | | |  | | | | | | | | | | | | | | |
| **Work:** | | |  | | | | | | | | | | | | | | |
| **Mobile:** | | |  | | | | | | | | | | | | | | |
| **Preferred contact telephone number:** | | | **Home** | | | | | | | | **Work** | | | **Mobile** | | | |
| **Address** | | | | | | | | | | | | | | | | | |
| **Address 1:** | | |  | | | | | | | | | | | | | | |
| **Address 2:** | | |  | | | | | | | | | | | | | | |
| **Town/City:** | | |  | | | | | | | | | | | | | | |
| **County:** | | |  | | | | | | | | | | | | | | |
| **Postcode:** | | |  | | | | | | | | | | | | | | |
| **Country:** | | |  | | | | | | | | | | | | | | |
| **Special Requirements at interview:** | | | | | | | | | | | | | | | | | |
| The School welcomes applications from disabled people and all sections of the community.  Please indicate below if you have any special requirements regarding attendance at interview. | | | | | | | | | | | | | | | | | |
| **Employment History** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Please give details of your employment history, starting with your current or most recent job. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Employers (from most recent)** | **Position and Salary** | | | | | | | **Start / Finish Dates** | | | | | **Reasons for Leaving** | | | | | |
|  |  | | | | | | |  | | | | |  | | | | | |
| **Education, qualifications and training** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Qualifications including grades** | | | | | | | | | **Awarding body** | | | | | | | **Date** | |
|  | | | | | | | | |  | | | | | | |  | |
| **Other relevant qualifications and training** | | | | | | | | | | | | | | | | | |
| Any other relevant qualifications and training, taken or to be taken, including short courses, with dates | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Membership of professional/technical bodies | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Relevant experience** | | | | | | | | | | | | | | | | | |
| Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities, which you consider to be relevant to the position. In completing this section it is important that you refer to the requirements in the job description/person specification and provide evidence of how you meet the essential and desirable criteria.  **Please continue on a separate sheet if necessary** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **References** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Please provide contact details for two people who have agreed to give an employment reference on your behalf. These references must be from your two most recent places of work or education. The council/school also reserves the right to approach any previous employer to confirm factual information about your previous employment record.  Note: References may be taken up prior to interview if you are shortlisted.  If you are not currently working with children, please ensure you provide details of one referee for the employer for whom you have most recently worked with children. | | | | | | | | | | | | | | | | | |
| **First Reference:** | | | | | | | | | | | | | | | | | |
| **Name of referee:** | |  | | | | | | | | | | | | | | | |
| **Employers name:** | |  | | | | | | | | | | | | | | | |
| **Address 1:** | |  | | | | | | | | | | | | | | | |
| **Address 2:** | |  | | | | | | | | | | | | | | | |
| **Town/City:** | |  | | | | | | | | | | | | | | | |
| **County:** | |  | | | | | | | | | | | | | | | |
| **Postcode (e.g. DT1 1XJ):** | |  | | | | | | | | | | | | | | | |
| **Country:** | |  | | | | | | | | | | | | | | | |
| **Telephone number:** | |  | | | | | | | | | | | | | | | |
| **Email address:** | |  | | | | | | | | | | | | | | | |
| **Relationship to you (e.g. Manager/Headteacher):** | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Second Reference:** | | | | | | | | | | | | | | | | | |
| **Name of referee:** | |  | | | | | | | | | | | | | | | |
| **Employers name:** | |  | | | | | | | | | | | | | | | |
| **Address 1:** | |  | | | | | | | | | | | | | | | |
| **Address 2:** | |  | | | | | | | | | | | | | | | |
| **Town/City:** | |  | | | | | | | | | | | | | | | |
| **County:** | |  | | | | | | | | | | | | | | | |
| **Postcode (e.g. DT1 1XJ):** | |  | | | | | | | | | | | | | | | |
| **Country:** | |  | | | | | | | | | | | | | | | |
| **Telephone number:** | |  | | | | | | | | | | | | | | | |
| **Email address:** | |  | | | | | | | | | | | | | | | |
| **Relationship to you (e.g. Manager/Headteacher):** | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| If you wish to be contacted before references are taken up please give details below: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Miscellaneous** | | | | | | | | | | | | | | | | | |
| Do you possess a current driving licence? | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | No | | | | | | | | | | |
| Do you have the use of a vehicle or other appropriate means of transport? | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | No | | | | | | | | | | |
| **National Insurance number:** | | | |  | | | | | | | | | | | | | |
| Are you currently an employee of Dorset County Council? | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | No | | | | | | | | | | |
| **If yes, please detail your SAP Personnel number (which can be**  **found on your payslip):** | | | | |  | | | | | | | | | | | | |
| Are you related to an employee of the council, an elected councillor, or a governor of the school? | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | No | | | | | | | | | | |
| **If yes please give details:** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Declarations** | | | | | | | | | | | | | | | |
| **Teaching Agency/Institute for Learning** | | | | | | | | | | | | | | | |
| Do you hold qualified teacher status (QTS/QTLS)? | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | No | | | | | |
| **Date of award:** | | | | |  | | | | | | | | | | |
| **QTS certificate number (if**  **applicable):** | | | | |  | | | | | | | | | | |
| **Teaching Agency/IfL reference number:** | | | | | |  | | | | | | | | | |
| Are you subject to any sanctions imposed by the Teaching Agency? | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | No | | | | | |
| **If yes, please give details below:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Induction Period** (Applicable to those teachers who qualified after 7 May 1999)  Have you successfully completed a period of probation? | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | No | | | | | |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings.  Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 (the “Order”). Please refer to this document if you are in any doubt on what convictions to disclose.  Do you have any spent or unspent convictions, cautions, reprimands or warnings? | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | No | | | | | |
| Are you barred from working with children or vulnerable adults? | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | No | | | | | |
| For the purpose of the Data Protection Act 1998 I give my consent to this form and related information being processed and retained on file and to the council and school verifying the information I have provided with relevant third parties in administering its recruitment process.  I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that canvassing councillors, senior officers or governors either directly or indirectly will disqualify me for appointment. | | | | | | | | | | | | | | | |
| I agree to the declarations made on this form | | | | | | | | | | | | | | | |
| **Diversity questionnaire** | | | | | | | | | | | | | | | |
| We will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.  In order to help us monitor the effectiveness of our Diversity Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into account when making the appointment. | | | | | | | | | | | | | | | |
| **Which of the following best describes your ethnic origin?** | | | | | | | | | | | | | | | |
|  | White British | | | | |  | White Irish | | | |  | | | Any other White background | |
|  | White and Black Caribbean | | | | |  | White and Black African | | | |  | | | White and Asian | |
|  | Any other mixed background | | | | |  | Indian | | | |  | | | Pakistani | |
|  | Bangladeshi | | | | |  | Chinese | | | |  | | | Any other Asian background | |
|  | Caribbean | | | | |  | African | | | |  | | | Any Other Black background | |
|  | Arab | | | | |  | Gypsy/Romany | | | |  | | | Irish Traveller | |
|  | Any other ethnic background | | | | |  |  | | | |  | | |  | |
|  | | | | | | | | | | | | | | | |
| **Gender** | | | | | | | | | | | | | | | |
| Male | | | | Female | | | | | | | | Prefer not to say | | | |
| **Which of the following best describe your sexual orientation?** | | | | | | | | | | | | | | | |
| Prefer not to say | | | | Bisexual | | | | | | | | Gay/Lesbian | | | |
| Heterosexual/Straight | | | | Other | | | | | | | |  | | | |
| **Do you consider yourself to have a disability?**  (for this purpose disability means any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities) | | | | | | | | | | | | | | | |
| Yes | | | | No | | | | | | | | Prefer not to say | | | |
| **If you have answered yes to the above please state the type of disability which applies to you (please select all that apply)** | | | | | | | | | | | | | | | |
| Hearing impairment | | Learning disability | | | | | | Mental health illness | | | | | | | Physical impairment |
| Speech impairment | | Visual impairment | | | | | | | Long standing illness or health condition | | | | | | |
| **Please indicate below if you have any special requirements regarding attendance at interview** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Date of birth *(e.g. dd/mm/yyyy)*:** | | | |  | | | | | | | | | | | |
| **Which of the following best describes your faith/religion/belief?** | | | | | | | | | | | | | | | |
| Prefer not to say | | | None/no religion | | | | | | | | | | Christian | | |
| Hindu | | | Jewish | | | | | | | | | | Buddhism | | |
| Muslim | | | Sikh | | | | | | | | | | Other | | |

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| **SS logoAPPENDIX B - Criminal Records Declaration Form – Schools (HR14)**  **(also Appendix 5 of the Recruitment & Selection Toolkit)** | | | | | | | | | |
| **PART A: APPLICANT / VOLUNTEER DECLARATION**  **To be completed and returned by all applicants for posts in schools (including voluntary work) – Please refer to guidance notes on reverse** | | | | | | | | | |
|  | | | | | | | | | |
| **Post:** |  | | | | | | | **School:** |  |
|  | | | | | | | | | |
| **Please answer the following questions:** | | | | | | | | | |
| 1. **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates below.** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).   Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal records certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 (“the Order”). Please refer to this document if you are in any doubt on what convictions to disclose. | | | | | | | | | |
| Please ✓as appropriate | | | | | | | | | |
|  | |  |  | |  |  |  |  | |
|  | | Yes |  | |  | No |  |  | |
| Details of any cautions, reprimands, final warnings, offences, penalties and allegations with dates | | | | | | | | | |
| Date | | | | Details | | | | | |
|  | | | |  | | | | | |
|  | | | | | | | | | |
| 1. **Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?** | | | | | | | | | |
| Please ✓as appropriate | | | | | | | | | |
|  | |  |  | |  |  |  |  | |
|  | | Yes |  | |  | No |  |  | |
| Please give details: | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Please sign the following declaration and return this form to the Headteacher who will send a copy to HR** | | | | |
| I confirm that the information I have given on this form is correct and complete and that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service. | | | | |
| **Signed:** |  | | **Date:** |  |
| **Name (Block Capitals):** | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. HEADTEACHER DECLARATION - Based on the information given overleaf, I approve / reject the applicant. However I understand that if I approve the applicant and the DBS check highlights any additional convictions then the applicant’s appointment will be subject to an adequate risk assessment and investigation of the circumstances / discussion with HR. | | | | | | |
| **Please** ✓**as appropriate** | Approve applicant |  |  | Reject applicant |  |  |
| Please print your name and sign and date the declaration. Please return to HR Support services along with a DBS request if you wish to proceed with the appointment and have approved the applicantNAME: **SIGNED: DATE:** | | | | | | |

**Disclosure of Criminal Background of those with access to Children or Vulnerable Adults (The Rehabilitation of Offenders Act 1974) (Exception) (Amendment) Orders 1975 and 2001**

1. This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001. Owing to the nature of the work, you are advised that if offered the post for which you are now making an application, the offer will be subject to the School being satisfied as to your suitability following a check on any records of convictions, bindovers or cautions by the Disclosure and Barring Service (DBS). A criminal record will not necessarily be a bar to obtaining a position, but will be considered by the school in accordance with its policy on the Employment of Ex-offenders.

Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal records certificates and enhanced criminal records certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 (“the Order”). Please refer to this document if you are in any doubt on what convictions to disclose.

1. You have been asked to complete this form showing whether you have had any court convictions / bindovers / cautions. Your confirmation of attendance for interview will indicate acceptance that you will complete this form and, if necessary, will be willing to discuss any such offences at interview. Applicants should, therefore, be prepared to disclose all convictions, bindovers or cautions, no matter how long ago they happened. Convictions otherwise considered to be spent under the terms of the Rehabilitation of Offenders Act must be declared.
2. You should also be aware that the letter addressed to referees named in your application form (or others) will ask for disclosure of any convictions/bindovers/cautions which they consider relevant to your suitability for employment.
3. Your application will not be further considered without completing this form. Failure to complete the form will constitute withdrawal prior to interview and remove any entitlement to expenses for attendance at interview.
4. You will also be asked for verification of your identity. Please note that it is your responsibility to provide this verification and no reimbursement of any expense will be made. Without such verification the form will not be processed (nor will you be cleared to work in the post for which you have applied). Please ensure that you complete the form in **black ink**.