

CONFIDENTIAL

APPLICATION FOR THE POST OF



.....
Department: JOSEPH ROWNTREE SCHOOL

Where did you see this post advertised?
.....

Ref. No. (Official Use Only)

Please write in CAPITAL LETTERS using Black Ink or Type. Please do not enclose a C.V. as this will not be considered

Disabled applicants will be guaranteed an interview if they meet the minimum criteria for the job.
Please tick if applying on this basis.

City of York Council welcomes individuals to apply on a job-share basis.
Please tick if you are applying for job-share.

PERSONAL DETAILS

Last Name

Initials

Home Telephone No.

Address

Daytime Telephone No.

Email Address

PRESENT EMPLOYMENT OR LAST EMPLOYMENT IF NOT CURRENTLY EMPLOYED

Job Title

Name and Address of Employer

Date of Appointment

Present or Final Salary

Date of Leaving (if not currently employed)

Period of Notice Required

Please give a brief description of your major duties and responsibilities

PREVIOUS EMPLOYMENT (most recent first)

From	To	Job Title	Employer	Brief details of duties

Please continue on a separate piece of paper if necessary

VOLUNTARY/UNPAID ACTIVITIES

Time Input (approx.)	Position Held	Organisation	Brief details of duties (can be expanded on page 3)

Please continue on a separate piece of paper if necessary

EDUCATION/TRAINING/QUALIFICATIONS

Candidates may be requested to provide proof of education/training/qualifications

Dates	Details

Please continue on a separate piece of paper if necessary

Please list any institution or society of which you are a member, the class of membership, the date obtained and state if by examination.

Do you have a current driving licence?

YES

NO

PROVISIONAL

CAR

MOTORCYCLE

LGV

ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Please give your reasons for making this application. You need to read the job plan carefully, then explain how your skills, abilities and experience fit you for this post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities and training.

Please continue on a separate piece of paper if necessary

REFERENCES

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or last employer if not currently employed) who can comment on your suitability for this post.

Name

Name

Address

Address

Telephone No.

Telephone No.

Job Title

Job Title

Relationship

Relationship

May we take up reference without contacting you
beforehand? YES/NO

May we take up reference without contacting you
beforehand? YES/NO

In accordance with the Equality in Employment Statement, disabled candidates will be treated fairly and on the basis of merit only. In order for the Council to fulfil its duties under the Disability Discrimination Act 1995, aids and adaptations will be provided if necessary. Please answer the following:-

Do you consider yourself to have a disability? YES NO

Would the provision of any aids or modifications assist you in carrying out the duties of the post?

Is there any provision you require if invited for interview?

DECLARATIONS

Are you related to any Elected Councillors or employees of City of York Council?

YES

NO

If YES please give name (s) and relationship.

This is to ensure that your relative is not involved in the selection process.

Have you ever been dismissed from a post because of misconduct or resigned whilst disciplinary action has been taken against you?

YES

NO

If so, and you consider it relevant to the post for which you are applying, please give further details on a separate sheet of paper.

I understand that canvassing any members of City of York Council in connection with this appointment will disqualify me.

I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.

I declare that the information given on this application is to the best of my knowledge true and complete.

Signed..... Date.....

Please return completed form in an envelope marked 'PRIVATE AND CONFIDENTIAL' to:

Miss Louise Elphee
HR Manager
Joseph Rowntree School
Haxby Road
New Earswick
York

EQUAL OPPORTUNITIES MONITORING SUPPLEMENT

CONFIDENTIAL

City of York Council is committed to a policy of equality in employment (see overleaf). Procedures designed to avoid the possibility of discrimination at each stage of the recruitment process have been introduced. As part of this exercise, you are asked to complete the following questionnaire. The information gathered will help us to monitor the effectiveness of our Equality Statement and other employment policies.

All personal data supplied on this form which is subsequently stored on a computer is subject to the provisions of the Data Protection Act 1984.

THIS FORM WILL BE KEPT SEPARATE FROM YOUR APPLICATION FORM. IT WILL NOT BE SEEN BY THOSE RESPONSIBLE FOR SHORTLISTING OR INTERVIEWING APPLICANTS.

- 1 Ref. no. (official use only)
 - 2 Job title of the vacancy applied for
 - 3 The grade of job
 - 4 Department/School (if school based).....
 - 5 Are you MALE FEMALE
 - 6 Marital Status: Married Separated/divorced Single Other
 - 7 Do you care for dependants: Elderly Disabled Other
Children
 - 8 Date of Birth Age.....
 - 9 Do you consider yourself to have a disability? YES NO
 - 10 How would you describe your Ethnic Origin? (please tick)
N.B. This is not a question about nationality or place of birth
- | | |
|---|--|
| <ul style="list-style-type: none"> a <u>Asian or Asian British</u> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian (please specify) <input type="checkbox"/> | <ul style="list-style-type: none"> d <u>Mixed</u> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (please specify) <input type="checkbox"/> |
| <ul style="list-style-type: none"> b <u>Black or Black British</u> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background (please specify) <input type="checkbox"/> | <ul style="list-style-type: none"> e <u>White</u> British <input type="checkbox"/> Irish <input type="checkbox"/> Other white background (please specify) <input type="checkbox"/> |
| <ul style="list-style-type: none"> c <u>Chinese or other ethnic group</u> Chinese <input type="checkbox"/> Other (please specify) <input type="checkbox"/> | |

11 Please tick if you are applying on a job share basis.

YES

NO

12 Where did you see this post advertised?

CITY OF YORK COUNCIL COMPREHENSIVE EQUALITY POLICY

The City of York Council is committed to equality. One of the Council's priorities is *"to ensure that all residents can take part in the life of the city"* which is supported through actions to *"work towards equal opportunities for all"*.

Within its Comprehensive Equality Policy the Council aims to:

- develop an approach to equalities that is integrated into our activities, working practices and conditions
- develop a culture within the Council with equality and accessibility at the core of all the Council's work
- work towards eliminating discrimination, victimisation and harassment, ensuring that everyone receives equal consideration when using or seeking to use our services
- create opportunities for representatives of all sections of the community to participate in the work of the Council
- make a commitment to fair recruitment and employment policies.



**Declaration of Criminal Records, Convictions and Cautions
For posts working with children and or vulnerable adults**

Please answer all the questions and sign the declaration

1. The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act (1974) as it involves working with children (under 18's) and or vulnerable adults. **This means that you must disclose information about any spent or unspent convictions in applying for this post.** You must also provide any information about cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

2. City of York Council will check through the Disclosure Service provided by the National Criminal Records Bureau. In signing this declaration you will be providing the City of York Council with confirmation of your understanding of the provisions and permission to carry out this check, if you are successful at interview.

3. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

4. Having a criminal conviction will not necessarily exclude you from appointment and any information you supply will be treated as confidential and will not necessarily prejudice your application.

5. Please tick the relevant box

1. Do you have a criminal record? If yes, nature of offence Date of conviction Penalty	Yes	No
2. Have you ever been banned from working with children (up to age 18) or vulnerable adults?	Yes	No
3. Have you ever been the subject of any proven/unproven investigation(s), complaints(s) in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?	Yes	No
4. Are you subject to a ban under either the Protection of Children's Act 1999, Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?	Yes	No

If you answer is yes to any of these questions and you are short listed, the panel will discuss this at interview. You may wish to provide documentation concerning these.

Name

Signed

Date

Failure to complete and the signing of this declaration, will invalidate your application for this post. Failure to disclose information regarding any of the above and which for other purposes are 'spent' under the provisions of

the Act, will normally result in the offer being withdrawn. Dismissal may also happen if we find out any relevant information after we have appointed you.