

# Oxfordshire County Council

## Guidance Notes — Job Application Form in Microsoft Word Format

This form should only be used to make applications for advertised council vacancies.

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on “**File**”, then “**Save As...**” and finally click the **Save** button (you can change the filename and location if you wish).

### How to submit your job application form

1. Please fill in the pages that follow. The  symbol indicates fields that must be completed before submitting this form.

The form is designed for completion using Microsoft Word or a compatible word processing program.

Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word’s status bar at the bottom of the screen. Press the **F1** key for further help with each field.

If you wish to include more information than can be contained in the form fields (for example, more than four previous jobs), please put any additional information in the “*Relevant Skills and Experience*” section.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.
3. When you have finished, attach the document to an email, and return it to the email address given in the job information pack.
4. Alternatively you can print the completed document and send it by post to the address given in the information pack.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

**Note** our email is not encrypted. However, Oxfordshire County Council ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. For full details please see our data protection statement at <http://www.oxfordshire.gov.uk/termsandconditions>. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

### How to get help

For online advice to help you complete this application form please see: [Online help](#). If the online help pages have not answered any queries or problems you may have please contact the school direct.



Please read the Guidance Notes above before completing this form

Post details			
Post applied for	<input type="checkbox"/>	Reference	
School name	<input type="checkbox"/>	Post location	

Personal details	
Title (Mr, Mrs, etc.)	<input type="checkbox"/>
First name	<input type="checkbox"/>
Middle name	
Surname (family name)	<input type="checkbox"/>
All previous surnames	
National Insurance number	

Address details	
House name/ number & street	<input type="checkbox"/>
Address Line 2	
Town	<input type="checkbox"/>
County	
Postcode	<input type="checkbox"/>
Home phone	Area code      number
Work phone	Area code      number
Mobile phone	
Email address	
Preferred contact method	

(form continues below)

**‘Confidentiality status: PROTECT’**

Current employment or occupation	
<b>Job Title</b> (or course details if currently a student)	
<b>Name and type of school</b> (or University/ College or employer's name)	
<b>Local authority</b>	
<b>Number of pupils on roll</b>	
<b>Age group taught</b>	
<b>Current salary</b> (if part-time include percentage of full-time)	
<b>Date started</b> (month/ year)	

Previous employment or occupation
<p>Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations . If you have further periods please place on a numbered continuation sheet.</p>

Job title or Occupation	Name, local authority and type of school, or employer's name	Number of pupils on roll	Age group taught	Salary	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

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**Qualifications**

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) and any additional training you have undertaken which is relevant to the post which you are applying. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Do you have Qualified Teacher Status (QTS)?	<input type="checkbox"/>
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Teacher reference number	
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Name at time of degree, qualification or PGCE (if different)	
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Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

**Training**

Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.

Name of course	Date completed (month/ year)

(form continues below)

**Relevant skills and experience**

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.

Please use this text field to describe your relevant skills and experience...

(form continues below)

**‘Confidentiality status: PROTECT’**

**Referees**

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.** If you are (or have recently been) employed, one must be your current or last employer.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are applying for any job in a school or working with children or young people in any other setting, and you are not currently working with them but have done so in the past, one referee should be from a senior manager in that organisation.

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

<b>Referees:</b>	<b>Referee 1</b>	<b>Referee 2</b>	<b>Referee 3</b>
Title	<input type="checkbox"/>	<input type="checkbox"/>	
First name	<input type="checkbox"/>	<input type="checkbox"/>	
Surname (family name)	<input type="checkbox"/>	<input type="checkbox"/>	
Position or relationship to you	<input type="checkbox"/>	<input type="checkbox"/>	
Address	<input type="checkbox"/>	<input type="checkbox"/>	
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			
May we contact this referee without further authority from you?	<input type="checkbox"/>	<input type="checkbox"/>	

(form continues below)

**‘Confidentiality status: PROTECT’**

<b>Additional details</b>	
Is anyone in your household or family an employee, school governor or councillor of Oxfordshire County Council?  <input type="checkbox"/>	
If you have answered "Yes" to the question above, please provide details:	
Do you require sponsorship under the UK points based registration system?	<input type="checkbox"/>
If you answered "Yes" to the question above, please provide details	
When would you be available to start work?	
Where did you see this post advertised? (please tick).	
Website	<input type="checkbox"/>
Publication	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please provide details of where you saw this post	

<b>Convictions policy</b>
<p>Oxfordshire Schools applies the Safer Recruitment in Education standard to all appointments.</p> <p>It is the council’s policy that you declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because as a local authority providing public services we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the council’s care who are receiving it’s services. The council’s policy states clearly that only relevant convictions are taken into account.</p> <p>Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. This list is available at <a href="http://www.gov.uk/government/news/dbs">www.gov.uk/government/news/dbs</a>. Please check this list carefully. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.</p> <p>Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS) (previously known as CRB)</p>

(form continues below)

**'Confidentiality status: PROTECT'**

**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) by SI 2013 1198.

For further information on the Rehabilitation of Offenders Act go to:

[www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

[www.gov.uk/government/news/disclosure-and-barring-service-filtering](http://www.gov.uk/government/news/disclosure-and-barring-service-filtering)



If "Yes", please give details including the offence and the date:

Details	Date

**Prosecutions pending**

Do you have any prosecutions pending?



If "Yes", please give details and proposed date of hearing:

Details	Date of hearing

(form continues below)

**Data Protection Statement**

Oxfordshire County Council will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or CRB checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above.**

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Freedom of Information and Data Protection, Oxfordshire County Council County Hall, New Road, OX1 1ND. Tel: 01865 815139

**Declaration**

**You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Signed		Date	
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(form continues below)

**‘Confidentiality status: PROTECT’**

**Equal opportunities**

Oxfordshire County Council is an equal opportunity employer and is committed to promoting equality and social inclusion. The county council operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the county council monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

**Personal details**

Surname (family name)	<input type="checkbox"/>
First name	<input type="checkbox"/>
Date of birth (dd/mm/yyyy)	<input type="checkbox"/>
Gender	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>
Do you consider that you have a disability?	<input type="checkbox"/>
Religion and/or belief	<input type="checkbox"/>
Are you employed by Oxfordshire County Council?	
To which of the following groups do you consider you belong?	<input type="checkbox"/>

**FOR OFFICE USE ONLY (TEACHING)**

School

Closing date (month/ year)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Tick if shortlisted

<input type="checkbox"/>
<input type="checkbox"/>

Tick if full-time

<input type="checkbox"/>
<input type="checkbox"/>

Tick if appointed

Tick if part-time

(form continues below)

**Information for candidates with a disability**

Oxfordshire County Council welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or Tel: 0845 604 6610

**Arrangements if selected for interview**

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

- Interview information on audio tape
- Interview information in large print format
- Sign language or other assistance with communication at interview

Other assistance details:

- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview
- Facility for personal carer, assistant or other person to accompany you at interview

Other requirements — please give details:

**Arrangements if appointed**

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.

End of form.