



APPLICATION FORM

Hartlepool Borough Council aims to have a workforce that is representative of the community we serve, and will assess all applicants fairly.

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

All sections must be completed in full, in black ink or type. Incomplete applications will not be considered. Please do not submit curriculum vitae (CV), it will not be considered. All information will be treated confidentially.

Part A

Information requested in Parts A and B (pages 1 to 5) will be used for monitoring and administration purposes. Parts A & B are detached from the rest of this application form and not seen by the recruitment panel at the shortlisting stage of the recruitment process. If you are invited for interview Part A will be disclosed to the interview panel. The panel may wish to explore any declaration with you at your interview.

| | | | |
|----------------------|----------------------|------------------|---|
| Position Applied For | <input type="text"/> | | |
| Post Reference | <input type="text"/> | Application I.D. | <input type="text"/> (for admin use only) |

Personal Details

| | | | |
|-------|----------------------|---------|----------------------|
| Title | <input type="text"/> | Surname | <input type="text"/> |
|-------|----------------------|---------|----------------------|

| | |
|-----------------------|----------------------|
| All previous Surnames | <input type="text"/> |
|-----------------------|----------------------|

| | |
|---------------|----------------------|
| First Name(s) | <input type="text"/> |
|---------------|----------------------|

| | | | |
|--------------|----------------------|--------------------|----------------------|
| Home Address | <input type="text"/> | Home Tel. Number | <input type="text"/> |
| | | Work Tel. Number | <input type="text"/> |
| | | Mobile Tel. Number | <input type="text"/> |

| | | | |
|---------------------------|----------------------|---------------|----------------------|
| National Insurance Number | <input type="text"/> | Date of Birth | <input type="text"/> |
|---------------------------|----------------------|---------------|----------------------|

| | |
|----------------|----------------------|
| Email Address: | <input type="text"/> |
| | Home: |
| | Work: |

Declaration I declare that;

- I am eligible to work in the UK and that if I am appointed, the appointment will be made on the basis that the information you provided was correct.
- To the best of my knowledge and belief, all statements contained in the application are correct.
- I understand that providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed to the post, and possible referral to the Police.
- I have not and will not canvass anyone in respect of my application for appointment.
- I have read the GDPR Privacy Statement and understand how my data will be used.
- I am not disqualified under the Childcare (Disqualification) Regulations 2018.
- I understand that it is an offence to apply for a post which is classified as Regulated Activity if I am barred from applying for such a post by the Disclosure and Barring Service.
- I am not subject to sanctions imposed by a regulatory body for the post for which I am applying.
- If am applying for a safer recruitment post (the post requires a DBS check) and I have no convictions, cautions or bind-overs or if I do have convictions, cautions or bind-overs I will provide additional details at the interview stage to the chair of the interview panel.

Signature

| |
|--|
| |
|--|

Date

| |
|--|
| |
|--|

References

Please provide below the details of two people we can contact to obtain a reference. References from relatives or friends will not be accepted. At least one person must be your current or most recent employer.

If you are applying for a 'Safer Recruitment' post one of your referee's must be your most recent employer. If studying give details of your course tutor.

In the interest of Safeguarding, we reserve the right to request a reference from your current or most recent employer and any previous employer/education establishment, regardless of whether or not you have indicated such employers below. Questions we ask include, but are not limited to discipline, suitability to work with children/vulnerable adults and details of any allegations or concerns. If shortlisted we will contact referees. Private email addresses are NOT acceptable.

| | |
|---|------------|
| Referee Name: | Post Held: |
| Address: | |
| Postcode: | |
| Email: | Telephone: |
| Your Relationship to Referee: | |
| Are you happy for this referee to be contacted if shortlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | |
|---|------------|
| Referee Name: | Post Held: |
| Address: | |
| Postcode: | |
| Email: | Telephone: |
| Your Relationship to Referee: | |
| Are you happy for this referee to be contacted if shortlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Should you object to any referee being contacted you will be asked to provide an explanation.

Rehabilitation of Offenders Act 1974 (as amended)

If the position for which you are applying is exempt from the above Act you must declare all convictions, cautions and bind-overs, including those regarded as 'spent'. This information is not used for shortlisting but if you are shortlisted the sealed envelope you have provided will be opened and the panel may wish to ask you questions regarding this information.

A Criminal Record Check / Barring List Check will be made only in the event of you being offered the post. An offer of employment made in this way is called a 'conditional offer'. A criminal record will not necessarily be a bar to obtaining a post and applicants will not be unfairly discriminated against on the basis of information received through the disclosure process.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Disability

The definition of a disability under the Equality Act 2010 is "a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities".

Do you consider yourself to be a person with a disability, under the Act?

Do you have any particular needs if selected for interview?

If Yes, please give details:

Work Permits

Do you have / or require a work permit to take up employment in the UK?

Part B Recruitment Monitoring Information

| | | | |
|-----------------------------|--|----------------|----------------------|
| Name | | | |
| Position Applied for | | | |
| Post Reference | | Application ID | (for admin use only) |

I have considered the questions set out below but do not wish to complete them ☐

| | | | |
|---|--|--|--|
| Gender | | | |
| Male | | Female | |
| Other | | Prefer not to say | |
| Marital Status | | | |
| Civil Partnership | | Divorced | |
| Married | | Partner | |
| Separated | | Single | |
| Prefer not to say | | | |
| Ethnic Origin | | | |
| White | | Mixed/multiple ethnic groups | |
| English/Welsh/Scottish/Northern Irish/British | | White and Black Caribbean | |
| Irish | | White and Black African | |
| Gypsy or Irish Traveller | | White and Asian | |
| Any other white background | | Any other mixed/multiple ethnic background | |
| Asian/Asian British | | Black/African/Caribbean/Black British | |
| Indian | | African | |
| Pakistani | | Caribbean | |
| Bangladeshi | | Any other Black/African/Caribbean background | |
| Chinese | | | |
| Any other Asian background | | | |
| Other Ethnic Group | | | |
| Arab | | Any other ethnic group | |
| Prefer not to say | | | |
| Disability | | | |
| Do you consider yourself to have a disability under the terms of the Equality Act 2010 i.e. do you have a physical or mental impairment which has a substantial long-term affect on your ability to carry out normal day to day duties? | | | |
| Yes | | No | |
| Prefer not to say | | | |
| Do you have any long-term illness, health problem or disability which limits your daily activities or work you can do? (includes problems which are due to old age) | | | |
| Yes, limits severely | | Yes, limits but not severely | |
| No | | Prefer not to say | |
| Age | | | |
| 16 - 24 | | 25 – 34 | |
| 35 - 44 | | 45 – 54 | |
| 55 - 64 | | 65+ | |
| Prefer not to say | | | |
| Sexual Orientation | | | |
| Heterosexual | | Gay Woman/Lesbian | |
| Gay Man | | Bisexual | |
| Other | | Prefer not to say | |
| Religion or Belief | | | |
| No Religion | | Buddhist | |
| Christian | | Hindu | |
| Jewish | | Muslim | |
| Sikh | | Any other religion | |
| Prefer not to say | | | |

The personal data / information you provide on the application will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. Please read the GDPR Applicant Privacy statement, further information in relation to Data Protection is available on the school website. Once the recruitment process is completed, your form will be stored for a maximum of 6 months and then destroyed. Equal opportunity monitoring data is kept for 5 years to help us monitor our recruitment process. If you are appointed, relevant information will then be taken from this application form and used as part of your personnel record. Completion of this form is taken as acceptance of these conditions.

Part B Recruitment Monitoring Information for Candidates

Further information about the definition of a disability

The definition of 'disability' under the Equality Act 2010 is shown on page 2, below you will find some further information and examples.

Impairment

The Equality Act definition covers physical and mental impairment. These include physical impairments affecting the senses, such as sight and hearing, mental impairments such as learning disabilities and mental illness (if recognised by a respected body of medical opinion).

Substantial

The following are examples that are likely to be considered substantial:

- Inability to see moving traffic clearly enough to cross the road
- Inability to turn on taps or knobs
- Inability to remember or relay simple messages correctly.

You also need to consider what would be your condition or circumstances if you did not take your medication or use any adaption such as hearing aids. (This does not apply to sight impairments that are corrected by spectacles or contact lenses).

Long term

These are effects that:

- Have lasted at least 12 months
- Are likely to last at least 12 months, or
- Are likely to last for the rest of the life of the person affected

Long-term effects include those likely to recur. This includes for example, epilepsy and arthritis

Day to day activities

Day-to-day activities are normal activities carried out by most people on a regular basis and must involve one of the following broad categories:

- Mobility – moving from place to place
- Manual dexterity – for example use of the hands
- Physical co-ordination
- Continence
- The ability to lift, carry or move ordinary objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Being able to recognise physical danger

Examples of types of impairments include:

- Musculoskeletal conditions
- Mental illness
- Chest or breathing conditions such as Asthma
- Heart, blood pressure, circulation
- Severe disfigurement
- Stomach, liver, kidney, digestion
- Epilepsy
- Diabetes
- Progressive illness such as cancer, multiple sclerosis, muscular dystrophy, HIV infection

PART C APPLICATION FORM

Information requested in Part C (pages 5 to 8) will be used for shortlisting, interview and assessments by the interview panel. **You must fully complete Part C.**

Position Applied For

Post Reference:

| | | |
|--|------------------|----------------------|
| | | |
| | Application I.D. | (for admin use only) |

Relevant Educational, Vocational, or Professional Qualifications

(most recent first)

| Qualification | School/College/University attended | Date Qualification Obtained and Grade Achieved (For a Degree, state whether pass or honours and give Class, Division & Subject, making clear which are main and which are subsidiary) |
|---------------|------------------------------------|--|
| | | |

Relevant CPD/Training

| Course Information (most relevant first) Please attach a separate sheet if needed. | Date Completed |
|--|----------------|
| | |

| | |
|--|--|
| <p><u>Current Studies:</u> Please indicate if you are currently studying, what you are studying, with which institution, method of study, e.g., day release and when you hope to complete your studies and what qualification will be awarded on successful completion.</p> | |
|--|--|

Present Post (including voluntary/unpaid work or if not currently employed, most recent or last employer)

| | | |
|---|---|--------------------------|
| <p>Employer's Name and Address</p> | <p>Job Title</p> | |
| | <p>Current Salary/Wage</p> | <p>Allowances</p> |
| | <p>Date Commenced</p> | |
| | <p>Period of notice required</p> | |
| | <p>Reason for leaving</p> | |

Previous Posts (Please list in chronological order and account for any gaps in Employment, including voluntary/unpaid work)

| Employers name and address and post(s) held. | Dates of Employment | | Reason for Leaving |
|--|---------------------|----|--------------------|
| | From | To | |
| | | | |

| Current Membership of Professional/Technical Body | Registration number if applicable |
|---|-----------------------------------|
| | |

How you meet the essential requirements

Please state clearly how you meet the essential requirements listed on the person specification. Please see attached information to candidate for advice on how to complete this section. **The information you provide on this section is a key part of the shortlisting process. This information will contribute to the decision as to whether you will be shortlisted for interview.** What skills, abilities, knowledge, competencies and experience do you have which are relevant to the job for which you are applying? **Do not attach a CV, as it will not be considered.**

If you need more space, or would prefer to submit this information separately then please attach separate sheets ensuring that you include on this form how many additional sheets you have attached clearly stating on each additional sheet the Post Reference Number and your NI Number.

Declaration of Relationships

If you have any relationship with the Leader, any Councillor, Headteacher, Governor or any senior employees of the Council or School, please state their name(s) and nature of relationship(s).

Canvassing

If you canvass any Councillor, Committee or Senior Officers of the Council, Head Teacher, Governors or employees of the School directly or indirectly for this appointment, or if you fail to declare a relationship, you will be disqualified from appointment, and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Driving Licence

If applying for a driving job, please state type of licence held, date obtained, and whether it is still current. If you are invited to interview you will be required to present your licence at interview.

Interests and hobbies outside of work

Personal Statement

Is there anything else you want to say in support of your application?

Return your completed application form as instructed in the advertisement. Please note you will not receive acknowledgement of receipt of your application form.

Please ensure that you have signed and dated the form on the second page.

Information to Candidates

Thank you for applying for a job with the school. This information is to help you to understand how our recruitment process works and how to best fill in your application form.

Safer Recruitment

The post for which you are applying is subject to safer recruitment measures. This is because it involves working with children or providing a service to adults classed as vulnerable.

Safer recruitment measures include rigorous checking of information you supply about yourself in your application e.g. verifying employment history, qualifications, references, enhanced Criminal Record / Barring List Check and assessment of your suitability in light of safeguarding and promoting the welfare of children, young people and adults.

It is important that in support of your application you comply in full with our requirements by completing the application form in full and promptly answering any queries we may have on your application. Failure to assist with enquiries will lead to your application not being considered.

Application Form and Supporting Documentation Explained

- A Job Description: Outlines the purpose of the job and the main duties involved.
- A Person Specification: Lists the essential and desirable criteria that an applicant needs to meet. This is a key document against which applicants are measured.
- An Application Form: A standard form on which we collect information about you. We use this, instead of a CV, to be more consistent and to receive information we need in the format that we require. If you submit a CV instead of the application form or you do not fully complete the application form but instead simply insert 'refer to CV' on the form your application will not be considered.
- Other information: You may have received other specific information about the job and the stages of your recruitment process.

How The Recruitment Process Works

A selection panel is formed, made up of not less than two people, usually including the manager of the job. They agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

Information requested in Parts A and B (pages 1 to 5) will be used for monitoring and administration purposes. Parts A & B are detached from the rest of this application form and not seen by the recruitment panel at the short listing stage of the recruitment process. This is designed to reduce the chances of inadvertent unfair discrimination. If you are invited for interview Part A will be disclosed to the interview panel. The panel may wish to explore any declaration with you at your interview.

To shortlist each panel member then compares the information on Part C of your Application Form against the essential criteria on the Person Specification. Should it be necessary to reduce the number of candidates for interview a further review against desirable criteria will be carried out. References are then requested. If you specify on the Application Form that you do not wish a referee to be contacted prior to interview you may be contacted and asked to explain why. Providing the reason you give is acceptable to school we may delay taking up the reference. Should the reason given be unacceptable to school or the decision to delay taking up the reference be likely to cause an unacceptable delay in filling the vacant post, you will be contacted to be advised as to whether we intend to request references prior to interview or that your application will not be progressed any further.

If you have not received a response within 4 weeks of the closing date your application has been unsuccessful.

What Do We Value On An Application Form?

We are only measuring the criteria listed on the Person Specification.

We believe that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through a traditional academic route and gained a qualification. In addition to qualifications we also value other things such as previous job experience, research projects or personal study, voluntary work, social experience or personal life experience.

You will be asked to provide original certificates to verify your qualification(s). It is your responsibility to obtain and produce these documents.

How To Complete Your Application Form

Post Reference

You will find a box marked post reference on Part A, Part B and Part C. Complete the boxes with the details supplied in your recruitment pack. **It is essential that you fill the boxes in as the application is split into separate sections and this allows us to track the application.**

Application I.D.

Application I.D. is an internal administration box. You are not required to complete this box.

General notes

The selection panel are looking for those candidates who can give real examples of when they have displayed the essential criteria on the person specification. It is quality, not quantity that is important.

Do not enclose a CV; we only want information on the application form. CV's will not be considered.

Use a spare sheet of paper to make notes first.

Prepare answers to all questions but leave the 'How you meet the essential requirements' until last. Most candidates find this the hardest part to complete

Put a line through any boxes where you do not wish to answer or mark 'not applicable' if it's not relevant to your personal circumstances.

Give details of your full employment history and details of all gaps in employment, e.g. to have a family, because of illness, career breaks etc.

Give details of any referees whom we can ask for information about you. If you are employed, include details of your current employer. If you are unemployed, give details of your last employer. If you have never been employed, please give details of a school, college or university tutor.

Focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and knowledge, and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc.

Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish.

How We Acknowledge Receipt of Your Application Form

Return your completed application form as instructed in the advertisement.

After Recruitment Takes Place

If you have not received a response within 4 weeks of the closing date you have been unsuccessful.

Giving You A Fair And Equal Opportunity To Work For the School

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. (We will make any reasonable adjustment or arrangement to any part of the recruitment process.)

Access to Employment for Disabled People

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

Any disabled person who meets the essential criteria on the person specification will be guaranteed an interview.

Complaints About The Recruitment Process

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, we want to know about it. You can make a complaint by contacting the school and explain that you wish to make a complaint.

Data Protection

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above. Please refer to the GDPR statement.