

# APPLICATION FORM

Please read the guidance notes. You must not alter the design or

layout of this form in any way. **Completed application forms to be returned to the school, unless otherwise instructed.**

# NORTHUMBERLAND

Northumberland County Council

Post applied for		
Vacancy No.	School	
Surname:	First name(s):	
Former or changed name(s):		
Date of Birth:	Current Address:	
National Insurance Number:		
Home Tel:		
Work Tel:		
Email:	Post Code:	
Do you consider yourself to have a disability?		Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)		
If you are applying for a post open to job share please indicate how you wish to work by circling one of the following:		
FULL TIME ONLY	JOB SHARE ONLY	EITHER
Please declare below any family or close relationship with an existing employee, governor, councillor of Northumberland County Council. Please refer to guidance notes.		
CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS		
Employer's name	Position held	
Employer's address	Date started	
	Date finished	
	Reason for leaving	
	Other Benefits	
Salary		

## ACTION FOR EQUALITY

Northumberland County council aims to ensure that no job applicant or employee receives less favourable treatment than another based on any of the protected characteristics in the Equality Act 2010 or any other factor unrelated to the requirements of the job and which are not restricted by legislation. We operate a guaranteed interview scheme for disabled applicants who meet the essential criteria in the person specification.

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding children and young people and expect all staff and volunteers to share this commitment.



Brief description of duties, responsibilities etc

[illegible][illegible]

Name of Professional Body	Reference/Membership Number

[illegible]



including a Criminal Records Disclosure Form for you to return with this application form. The successful candidate will be required to produce a Disclosure and Barring Service (DBS) criminal records certificate and any offer of appointment will be conditional upon this being judged satisfactory by the Appointing Officer.

Please check and sign the statement below (noting that it is a criminal offence for anyone on the Children's Barred List to apply for a job that involves "regulated activity"):

**I confirm that I am not on the Children's Barred List as being barred from working with children, I am not subject to sanctions imposed by a regulatory body and I have completed and returned the Criminal Records Declaration Form.**

**SIGNED..... DATE.....**

I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for the County Council and the Governing Body of the School to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

**SIGNED..... DATE.....**

**Thank you for completing this application. Please note that if you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.**