# A4 port

# Job Application

**Please fill in all relevant sections**

**– do not send a curriculum vitae.**

We can give you this information in any other way, style or

language that will help you access it. Contact: 01332 640844

 Minicom: 01332 640666 

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| Section one – to be filled in by all applicants |

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| Job details |

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| Application for job of | Job reference number |
| Department | |
| Where did you learn about this vacancy? Please tick one  Derby City Council’s website:  Other internet site, tell us which one:  Derbynet/Intranet  Newspaper/Journal, tell us which one:  Derby City Council’s Vacancy List  Event/job fair, tell us which event: | |

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| Data protection |

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| We will treat all information you provide in confidence and in accordance with the Data Protection Act 2018. We will hold it electronically, and keep it secure  If you are successful we may use your information to set up a confidential secure record for you with First Care.  First Care runs the Councils sickness absence and reporting triage service. We use this information to monitor employees health and wellbeing to enable the Council to meet its obligations under Health & Safety regulations.  We may share your information with other Council departments, Managers, Headteachers/School Business Managers, Time Administrators, Internal Audit,DMC/Business Support and Parking Services to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues. External organisations such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, Teachers Pension, Prudential, Standard Life, NHS Pension and NEST), voluntary payroll deductions, Employee Benefits Provider, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation.   This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member.  These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.  If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond six months with your consent. |
| **Personal sensitive data**  Under the Data Protection Act 1998, equality information such as ethnic origin, disability, sexuality, criminal convictions, is defined as personal sensitive data. The Council is required by law to monitor this information as part of recruitment practices. Only those personnel who require this information as part of their job will have access to it. We will not disclose it to anyone else without your explicit consent unless we have to do so by law.  Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. |

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| If the job requires you to have a driving licence and/or transport available for work, please fill in the following:  Do you have a full current driving licence? Yes  No  Will you have transport available for work? Yes  No  If yes, what sort? |

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| **Referees: One must be your present employer or your last employer if you are not currently employed.** |

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| Name and address | Name and address |
| Position held by referee | Position held by referee |
| Organisation, if appropriate | Organisation, if appropriate |
| Telephone  Email | Telephone  Email |
| May we contact your present employer before interview? Yes  No  For any offer of employment, we will always contact your second referee. | |

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| Any dates you would not be available for interview during the next six weeks |

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| Canvassing |

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| Are you related to a councillor or employee of Derby City Council? Yes  No  If yes, give details  Are you related to a school governor likely to be involved in this appointment? Yes  No  If yes, give details |
| Name  Position  Relationship |
| If you ask a councillor, an officer or school governor to use their influence to help you get this job, we will disqualify you. If we discover evidence of this after your appointment, we could dismiss you without notice. |

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| Eligibility to work in the UK |

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| Do you have evidence that you are eligible to work in the UK? Yes  No  A list of the types of documentation suitable as evidence is on our website www.derby.gov.uk |

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| I declare that to the best of my knowledge the information on this application form is true and I understand that a false declaration could result in dismissal without notice.  Type your name here       Date  **Please return to the address on the letter downloaded with this application form.** |

**For office use only**

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| If you want feedback about why you have not been short-listed or appointed, please contact the recruiting officer within eight weeks of the closing date.  **If you want to make a complaint about any part of the recruitment process, you should write to the Director of the Department or the school which had the vacancy within two weeks of receiving your feedback.** | Candidate’s name |  |
| Closing date for applications |  |
| Date application received |  |
| Interview date |  |
| Reason for not interviewing |  |
| Not appointed after interview |  |
| Section two – to be filled in by all applicants | | | |

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| Personal details |

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| Last name | First names |
| Preferred title | Home telephone/Textphone  Mobile telephone  Work telephone      Ext |
| Address    Postcode  Email |
| National Insurance Number |

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| Equality in action |

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| The Council values the diversity of the city’s community. We aim to have a workforce that reflects this so that we can make sure we provide sensitive, appropriate and accessible services. **To help us check that we are achieving our aims, please fill in this section:**  **I am:** Male  Female  Transgender | | |
| I am: Asian or Asian British Chinese  White Indian  British  Pakistani  **Any other ethnic group**, please Irish  Bangladeshi  state:       Gypsy/Irish Traveller  Any other Asian background  Other ethnic origin – Arab  Other  **Dual Heritage**  **Black or Black British** White and Black Caribbean  Caribbean  White and Black African  African  White and Asian  Other Black background  Other dual heritage background | | |
| **My date of birth is:**      /     / | **Religion or Belief**  Buddhist  Christian -all denominations  Hindu  Jewish  Muslim  Sikh  Other Religion  None  Prefer not to say | **Sexuality**  Bisexual  Gay Man  Heterosexual/straight  Gay Woman/Lesbian  Trans  Other  Prefer not to say |

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| Disabled people |

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| **Do you consider yourself to be a disabled person?**  Yes  No  Ticking ‘Yes’ does not necessarily mean that your condition falls within the legal definition under the Disability Discrimination Act. If you were to take a case of disability discrimination against Derby City Council, only the Chair of an Employment Tribunal or a County Court Judge could determine if you are covered by the Act or not. |

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| **If you need any reasonable adjustments to help you at the interview or want to apply under our guaranteed interview scheme, please fill in the next section.**  Please tell us how we can remove any barriers for you in our recruitment process and at interview. For example, you might need a disabled people’s car parking space, a British Sign Language interpreter, an induction loop, or information in another format. You know best what you need, so please tell us here:    We use the disability symbol to show our commitment to employing disabled people. As a symbol user, we guarantee an interview to disabled people who meet the essential requirements of the job. Please tell us if you want to apply for this job under our **guaranteed interview scheme.**  Yes, I want to apply for this job under the guaranteed interview scheme. |
| Section three – to be filled in for jobs requiring a Disclosure and Barring Service Check (DBS) | |

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| Access to children and/or vulnerable adults |

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| **Warning. This post has substantial access to children and/or adults. If we offer you the job, you will need a DBS check. We will withdraw the offer if the check highlights something about you which we assess would make you unsuitable for the job. We take criminal records into account only when the conviction is relevant. Failing to disclose a conviction, caution, reprimand or final warning may result in your application being disqualified. If we discover evidence of this after your appointment, we could dismiss you without notice.** |

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| **As this post has substantial access to children and/or adults, you must disclose if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. A conviction will not necessarily bar you from employment. The Council complies with the Disclosure and Barring Code of Practice which is available on www.gov.uk/dbs.**  **If you have criminal convictions, read the criminal conviction filtering guidance at** [**www.gov.uk/government/collections/dbs-filtering-guidance**](http://www.gov.uk/government/collections/dbs-filtering-guidance)**. Check the list of offences that will be filtered so you're informed about whether to disclose your criminal information.** | |
| Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?  Yes  No  If yes, please give brief details: | |
| Nature of offence(s) | |
| Date of conviction(s) | Penalty |

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| Additional personal details |

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| Have you ever been known by any other name? Yes  No  If yes, please give other name(s): | | |
| Have you changed your address in the last five years? Yes  No  If yes, please give details: | | |
| Dates from | Dates to | Address |
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| Section four – to be filled in for teaching jobs |

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| Teacher applications |

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| **Warning. This job has substantial access to children and/or vulnerable adults. If we offer you the job, you will need a Criminal Records Bureau check. We will withdraw the offer if the check highlights something about you which we assess would make you unsuitable for the job. We take criminal records into account only when the conviction is relevant. Failing to disclose a conviction, caution or binding-over may result in your application being disqualified. If we discover evidence of this after your appointment, we could dismiss you without notice.** |

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| Personal details |

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| DfES reference number | General Teaching Council registered Yes  No | Qualified Teacher Status reference number |
| Type of teacher training Secondary  Primary:  Nursery  Infant  Junior | | |
| Subject specialisms: | | |

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| Degree and other relevant qualifications |

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| Where you studied | Dates from | Dates to | Full- or part-time | Qualification gained | Date |
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| Date you qualified as a teacher | | | | | |

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| Relevant courses in-service training/INSET during the last three years |

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| Where you studied | Course details | Dates from | Dates to |
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| Teaching experience |

For jobs that require a Criminal Record Bureau check, you **must** account for all the time since you left school. Include any period when you were not in full-time work, education or training; for example, unemployment, voluntary work, raising a family, part-time work, education or training.

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| Education authority or employer and name/type of school or establishment | Age range, single-sex or mixed | Number on roll | Job held, salary and grade | Full- or part-time | Dates from | Dates to |
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| **Non-teaching experience – give details of all paid and unpaid activity including voluntary work and raising a family** |

Employer Job title if appropriate Brief description of Full or

responsibilities or activity Part time Dates

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