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|  | **APPLICATION FOR EMPLOYMENT** |  |

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| **1. Job Details** | | | |
| **Job title** |  | **Job Ref**  **Number:** |  |
| **Closing Date:** |  | **Please state where you saw this**  **post advertised:** |  |

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| **2. Personal Details** | | | | | |
| **Title:** |  | **First name(s):** |  | **Last**  **name:** |  |
| **Former first**  **name(s):** |  | **Former surname(s):** |  | **Known**  **as:** |  |
| **Current**  **Address**  **(including postcode:** |  | | **Daytime contact number:** |  | |
| **Home telephone**  **number:** |  | |
| **Email address for contact purposes:** |  | | **Mobile telephone no:** |  | |
| **National Insurance**  **Number:** |  | | **What is your preferred method of contact?** |  | |

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| **3. Membership of Professional Bodies** | |
| **Professional Body / Association** | **Current status/ Membership no:** |
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| **4. Current or Most Recent Employment Details** | | | |
| **Employment status:** |  | | |
| **Job title:** |  | **Salary/Grade:** |  |
| **Other benefits:** |  | **Date appointed:** |  |
| **Employer name and address (including postcode):** |  | **Work email:** |  |
| **Noticed required:  (if applicable)** |  | **Employee number:**  **(if applicable)** |  |
| **If you are not currently in employment, please confirm the following:** | | | |
| **Date of leaving:** |  | **Reason for leaving:** |  |

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| **5. Teachers Only** | | | | | |
| **Teacher Reference Number:** | | |  | | |
| **Qualified Teacher Status:** | **Yes/ No** | **Date:** | **Statutory Induction Year completed (if qualified after May 1999):** | **Yes/ No** | **Date:** |

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| **6. Education, Training and Development – must be relevant for the post you are applying for** | | | | | | | |
| **Secondary Education, college, university or training establishment attended:** | | | **Qualifications or course details:** | | **Awarding body:** | | **Date of award:** |
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| **7. Employment / Education History**  **Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work.  Please start with your most recent employer and finish with the date that you left secondary education.  Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving.** | | | | | | | |
| **From**  **MM/YY:** | **To**  **MM/YY:** | **Employment status:**  **(Employed / Education / Voluntary work / Not working)** | | **Name and address of employer / education establishment / voluntary organisation** | **Job title:** | **Salary:** | **Reason for leaving / Reason for gap in employment:** |
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| **Have you ever accepted voluntary severance, voluntary early retirement or discretionary compensation from Liverpool City**  **Council?** | *Please provide details* |

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| **8. Person Specification – Essential Criteria.   Please provide clear examples of your ability, experience and qualifications against the criteria on the person specification, focusing on the essential criteria.** |
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| **9. Guaranteed Interview Scheme** | |
| **Do you wish to apply under the Guaranteed Interview Scheme?** |  |

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| **10. References**.  **Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.**  **PLEASE NOTE: If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.** | | |
|  | *Referee One* | *Referee Two* |
| Name: |  |  |
| Job Title: |  |  |
| Contact Address (including postcode): |  |  |
| Contact email address: |  |  |
| Contact telephone number: |  |  |
| Relationship to applicant: |  |  |

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| **11. Rehabilitation of Offenders Act 1974**. |

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| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

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| **12. Declaration** | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have  not been disqualified from working with children, cautioned or sanctioned in this regard. | | | |
| **Signed:** |  | **Date:** |  |