Application Form

**Please read the job description and person specification before completing this form.**

Please return your completed application to the email address as shown on the advert.

Applications must be received before the closing date.

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| **Job application details** | |
| **Job title:** |  |
| **Where did you hear about/see this vacancy?:** |  |

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| Personal details | | | | | | | | | | | | | | |
| **Title:** | Dr | | Mr | | Mrs | | Miss | | Ms | | | Other: | | |
| **First name:** |  | | | | | **Surname/family name:** | | | | |  | | | |
| **Previous known names:** |  | | | | | | | | | | | | | |
| **Home phone number:** |  | | | | | **Work phone number:** | | | | |  | | | |
| **Mobile phone number:** |  | | | | | **Preferred number:** | | | | |  | | | |
| **Email address:** |  | | | | | | | | | | | | | |
| **Home address:** |  | | | | | | | | | | | | | |
| **National Insurance No** |  |  | |  | |  | |  | |  |  | |  |  |

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| Teaching details (please complete if applying for a teaching position) | | | | | | | | | | | | | | | | |
| **Are you recognised as a qualified by the Teacher Regulation Agency?** | | | | | | | | | | | | **Yes  No** | | | | |
| **Teacher reference number** | |  | |  | | | **/** |  | |  |  | | |  | |  |
| **Date QTS awarded** | |  | | | | | | | | | | | | | | |
| **If you obtained QTS after 1999:** | | | | | | | | | | | | | | | | |
| **Have you successfully passed the induction year?** | | | | | | | | | | | | **Yes  No** | | | | |
| **Have you successfully passed the induction year?** | | | | | | | | | | | | **Yes  No** | | | | |
| **If no, please state reason:** | |  | | | | | | | | | | | | | | |
| **National Professional Qualification for Headship (if applicable)** | | | | | | | | | | | | | | | | |
| **Completed** | **Yes  No** | | **Date** | |  | **Due to complete** | | | **Yes  No** | | | | **Date** | |  | |

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| **Education and Qualification details** | | | |
| Please enter all qualifications you have taken from GCSE (or equivalent) onwards, including the grades awarded and any fails or resits. For non-UK qualifications, please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for interview, you will be required to bring proof of your relevant qualifications to the interview. | | | |
| **Name and location of school/college/university** | **Dates attended**  **(from – to)** | **Qualification** | **Result gained/expected** |
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| **Training courses** | | | |
| Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date. | | | |
| **Title of course** | **Dates attended**  **(from – to)** | **Qualification** | **Result gained/expected** |
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| **Employment history** | | | | |
| Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.  For roles not working with children / vulnerable groups please list your full employment history for the past ten years starting with the most recent and working backwards. You should also list any roles you have held that are relevant to the post you are applying for prior to this time. Please use an additional sheet if necessary remembering to write your name and the job reference number at the top. | | | | |
| **Company/ organisation name** | **Job title** | **Employment date** | | **Reason for leaving** |
| **From**  **(DD/MM/YY)** | **To**  **(DD/MM/YY)** |
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| **Your Application** |
| This section forms the main body of your application. Please demonstrate in each boxed section below, with examples, how you meet each one of the essential criteria described in the person specification (this is listed in the job description).  Additional sheets may be used if required up to a maximum of 10,000 characters (this equates to 3/4 sheets of typed A4 paper using size 12 font). Please remember to put your full name and the reference number for the job you are applying for on top of each additional sheet. |

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| **Please provide examples to demonstrate how you meet the essential criteria in the *Knowledge and Qualifications* section of the person specification for this role.** |
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| **Please provide examples to demonstrate how you meet the essential criteria in the *Professional Skills and Experience* section of the person specification for this role.** |
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| **Please provide examples to demonstrate how you meet the essential criteria in the *Personal Skills, Qualities and Attributes* section of the person specification for this role.** |
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| **References** |
| Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process. References will not be accepted from relatives or friends.  Central Bedfordshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.  **Satisfactory references must be obtained before any formal offer can be confirmed.** If you are applying for a role working with children and/or adults at risk and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.  **Central Bedfordshire Council reserves the right to request a reference from any organisation with which you have been associated**. |

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| **Reference 1** | | | |
| **Referee’s name:** |  | **Job title:** |  |
| **Organisation’s name & Address:** |  | **Relationship to you:**  **(e.g. Line manager, etc)** |  |
| **Organisation’s phone number:** |  | **Email address:** |  |
| **Can we contact this referee prior to interview?** | | | **Yes  No** |
| **Reference 2** | | | |
| **Referee’s name:** |  | **Job title:** |  |
| **Organisation’s name & Address:** |  | **Relationship to you:**  **(e.g. Line manager, etc)** |  |
| **Organisation’s phone number:** |  | **Email address:** |  |
| **Can we contact this referee prior to interview?** | | | **Yes  No** |
| **Reference 3** | | | |
| **Referee’s name:** |  | **Job title:** |  |
| **Organisation’s name & Address:** |  | **Relationship to you:**  **(e.g. Line manager, etc)** |  |
| **Organisation’s phone number:** |  | **Email address:** |  |
| **Can we contact this referee prior to interview?** | | | **Yes  No** |

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| **Further information** | |
| 1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or school governor of the council? | **Yes  No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | **Yes  No** |
| 1. Are you subject to any restriction or prohibition from teaching? | **Yes  No** |
| **Rehabilitation of Offenders Act 1974**  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.  Further guidance can be found from [GOV.UK](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) about whether a conviction or caution should be disclosed.  A safeguarding requirement for the school when recruiting is to ensure we appoint those who are suitable to work with children. If you are shortlisted for interview you will be asked to declare on a Criminal Record Self Declaration Form that will be sent to you on being shortlisted whether you have convictions that are not protected. It is therefore important that you understand what you would need to declare and it is recommended that you review the above guidance. | |
| **Eligibility to work in the UK**  We are required by law to ensure that all prospective employees are legally entitled to live and work in the United Kingdom. If you are selected for interview you must bring **originals** of the following documents:   * A UK or EU passport or other passport showing that you have the right to live in, or entitlement to re-admission into the UK.   For more information please refer to the guidance on the UK Border Agency Home Office website  <https://www.gov.uk/browse/visas-immigration/work-visas>  If you do not have a full valid passport you will need to provide a combination of the following:   * A full birth certificate issued in the UK or the Republic of Ireland.   **and**   * A document showing your permanent National Insurance Number [e.g. P45, pay slip, P60, National Insurance card, or a letter issued by a government agency.]   Please be aware that you will not be able to start employment with the Council, until you are able to produce the above documents.  If you fail to produce the appropriate documents within a reasonable timeframe, the job offer will be withdrawn. We will retain a copy of the document(s) you provide for our records whilst you remain an employee of the Council. | |
| **Data Protection Act:**  Central Bedfordshire Council has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 2018 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.  Under the terms of the Data Protection Act 2018 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose. | |

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| **Declaration** | |
| I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct.  I understand that any subsequent contract of employment with the council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  If you lobby councillors or employees of the council, either directly or indirectly, in connection with your application you will be disqualified. | |
| Signature: | Date: |

**Please return your completed application to the email address shown in the advert.**