Application for employment

Please complete in full all sections of this application form using black ink.

If you have difficulty reading this form and would like help, please contact the school you are applying to. They will be happy to help.







# Guidance notes

## When you apply...

… we are sure you will realise our need, as a respected and responsible local authority, to make sure we employ people with high standards of integrity.

Your written application is our only basis for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know to assess you properly for the job.

The following suggestions will help you to do this.

* The **skills and competence** page of the application form refers to the main responsibilities in your current and previous jobs. You should also describe any skills you have gained that are relevant to the job for which you will be applying. If you are a school or college leaver who

has little work experience, do tell us about your school or college courses – we’re interested.

* A **person specification** is included with your application form. It will tell you more about the skills and qualities we seek. To complete your application effectively, you should say how you meet the person specification, using examples from previous jobs or courses. Telling us

about your abilities will help us make a better decision when selecting candidates for interview.

* Please ensure your application form is clearly legible and written in black ink. This helps us if we need to photocopy it.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making DBS clearance check for certain jobs, and so on. When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

Please do not write to or contact any Kensington and Chelsea Councillor about your job application. Seeking the support of any Councillor directly, or indirectly, for employment with the Council or any appointment in the Council is strictly prohibited, and would disqualify an applicant.

# Application for employment

Job Applied for:

Reference No:

Please state where you saw this job advertised:

Closing Date:

**Personal details**

Title/preferred form of address (e.g. Ms, Mr, Dr, etc.)

Surname:

First names:

Address:

 Postcode:

Home telephone:

Work telephone:

Mobile telephone:

Email:

Please quote your National Insurance No.

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

**Education and training**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools, colleges etc attended since age 13 years | Dates month/year | Qualifications | Dates |
| Subject | Grades |
|  |  |  |  |  |

**You may be required to provide evidence of qualifications if asked to interview**

Please specify any relevant training you have received or courses attended (give dates)

Are you a member of any professional organisation? Give status and dates

# Application for employment

**Employment history** (please continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address (current or most recent job first) | Job title | Dates – month and year | Reason for leaving |
| From | To |
|  |  |  |  |  |

**Please state your current or most recent salary**

**£**

**Breaks in employment**

Please indicate nature/reason(s) for any breaks in employment including relevant dates

# Application for employment

## References

Please provide at least two referees covering at least the past three years. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted before an offer of employment is confirmed. Please continue on a separate sheet if necessary.

### Current/most recent employer Second referee

Name

Name

Job title of referee

Job title of referee

Business address

Business address

Email

Email

Business tel. no.

Business tel. no.

Dates of employment (from/to) Dates of employment (from/to)

In what capacity do you know this person? In what capacity do you know this person?

May we approach them at this stage? May we approach them at this stage? Yes [ ]  No [ ]  Yes [ ]  No [ ]

## Skills and competence

This section provides an opportunity to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. Think carerfully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants. **Please ensure that you limit your supporting statement to the equivalent of three A4 pages.**

# Application for employment

**Skills and competence** continued

Continue on a separate sheet if necessary

# Application for employment

## Further information

What period of notice is required by your present employer?

Do you consider yourself disabled? YES [ ]  NO [ ]

### This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview.

Are you related to, or have a close relationship with, any officer or

elected member of this Council? Eg, Partner, spouse, other relative? YES [ ]  NO [ ]

If so, please state the name and nature of this relationship

## Rehabilitation of Offenders Act 1974

## This post is exempt from the provisions of section 4(2) of the above act by virtue of the Rehabilitation Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, bind overs, cautions, reprimands and final warnings, including those which for other purposes are 'spent' under provisions of the Act\*, and any other information that may have a bearing on their suitability for this post. False or misleading information given during the application process may lead to disqualification. In the event of employment, any failure to disclose such convictions could result in summary dismissal by the College. Any information given will be considered only in relation to an application for positions to which the order applies, and this information will not be shared with the interview panel.

## \*The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring website.

Do you have any criminal record? YES [ ]  NO [ ]

If yes, please detail

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**Disclosure and Barred Service Checks**

## This post is subject to an enhanced disclosure via the Disclosure and Barring Service. This is in accordance with the Department for Education's Statutory Guidance for Schools and Colleges

## (September 2016) - "Keeping Children Safe in Education".

## Any convictions will not necessarily be a bar to employment. This will depend on the circumstances and backgrounds to the offence(s).

## Should I be selected for this position I agree to an enhanced Disclosure and Barring Service check being requested.

## Please tick to agree

## I agree to disclosure request [ ]

## Eligibility to work

Are there any restrictions affecting your ability to take up employment in the UK? YES [ ]  NO [ ]

If yes, please give details:

### You will need to provide the relevant documentation to confirm your eligibility work in the UK at interview.

**Declaration**

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

I understand that the Council has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

Signed: Date: