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| C:\Users\eckersleyp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\W9TQ5DRO\new logo 2016.jpg.png | | | | | | | | | Leeds Road  Selby  North Yorkshire  YO8 4HT  Tel: 01757 703327  Fax: 01757 708212  [admin@selbyhigh.co.uk](mailto:admin@selbyhigh.co.uk)  [www.selbyhigh.co.uk](http://www.selbyhigh.co.uk) | | | | | |
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| **PLEASE NOTE: IT IS AN OFFENCE TO APPLY FOR THIS ROLE IF THE APPLICANT IS BARRED FROM ENGAGING IN REGULATED ACTIVITY WITH CHILDREN** | | | | | | | | | | | | | | |
| **Post you are applying for:** | | | | | | |  | | | | | | | |
| **Date you are able to commence duty:** | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | |
| **Title:** | **Surname:** | | | | | | **First name(s):** | | | | | | | |
| Home Address (including Postcode): | | | | | | | | | | | | | | |
| Resident at the above address since (Month/Year): | | | | | |  | | | | | | | | |
| Telephone (Mobile): | | | | | |  | | | | | | | | |
| Telephone (Home): | | | | | |  | | | | | | | | |
| Email Address: | | | | | |  | | | | | | | | |
| National Insurance Number: | | | | | |  | | | | | | | | |
| Where did you see this post advertised? | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **SECONDARY, FURTHER & HIGHER EDUCATION (Present or most recent first)** | | | | | | | | | | | | | | |
| Name of School/ Academy/University | | | Dates attended From/To (month & year) | | | Subject | | | Qualification level and grade obtained | | | | | |
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| If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also **account for any gaps** in your education. | | | | | | | | | | | | | | |
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| **TRAINING COURSES ATTENDED – include any relevant short courses (Present or most recent first)** | | | | | | | | | | | | | | |
| Training Provider | | | Dates attended From/To (month & year) | | | Duration | | | Course/ Qualifications obtained | | | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES (relevant to the position you are applying for)** | | | | | | | | | | | | | | |
| Name and address of  Professional Body | | | | Date commenced | | | | Grade of Membership and Membership Number | | | | | | |
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| **TEACHING ROLES ONLY** | | | | | | | | | | *Delete as appropriate* | | | | |
| Are you a registered teacher? | | | | | | | | | | YES / NO | | | | |
| If Yes, please provide your registration / teacher number: | | | | | | | | | |  | | | | |
| Date QTS awarded: | | | | | | | | | |  | | | | |
| Salary point: | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY (Present or most recent post)** | | | | | | | | | | | | | | |
| Name & Address of employer | | Nature of business | | | Position held and brief outline of main responsibilities | | | | | | Date appointed (From/To) | | | |
|  | |  | | |  | | | | | |  | | |  |
| Salary: | | | | | | | | | | | | | | |
| Please give brief reasons why you are leaving/have left this post: | | | | | | | | | | | | | | |
| **Summary of previous paid or unpaid employment history** (Full employment history required. Most recent first - continue on a separate page if necessary) | | | | | | | | | | | | | | |
| Name of employer and nature of business | | Salary details | | | Position held, brief outline of main responsibilities and reason for leaving | | | | | | Date appointed (From/To) | | | |
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| **Please provide details for any gaps in your employment history when you have not been in education, training or employment. Please list dates and the reason (i.e. Travel, Parental leave etc.)** | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | |
| Please give details below of **two** referees (not relatives). One of these should be your current or (if you are not currently employed) most recent employer in an educational setting. If you are in, or have just completed full time education, one referee should be from your College/University. If you have not previously been employed give the names of responsible people who know you well. | | | | | | | | | | | | | | |
| Name: | | | | | | Name: | | | | | | | | |
| Address: | | | | | | Address: | | | | | | | | |
| Telephone Number: | | | | | | Telephone Number: | | | | | | | | |
| Email Address: | | | | | | Email Address: | | | | | | | | |
| Occupation/Position in Company: | | | | | | Occupation/Position in Company: | | | | | | | | |
| Relationship to referee: | | | | | | Relationship to referee: | | | | | | | | |
| **Please Note – referees will be contacted if you are selected for an interview, unless you**  **specifically request us not to do so.** | | | | | | | | | | | | | | |
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| **SUPPORTING EVIDENCE; SKILLS, KNOWLEDGE & EXPERIENCE** | | | | | | | | | | | | | | |
| Please provide a supporting statement of no more than two A4 pages detailing:   * How you meet the job description and person specification. * What your main qualities and experiences are and how they relate to the job description and person specification. * What skills you have obtained that you could bring to the post. | | | | | | | | | | | | | | |
| **DECLARATIONS & CONSENTS** | | | | | | | | | | | | *Delete as appropriate* | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | | | | | | | | | | | | YES / NO | | |
| If Yes, please provide details: | | | | | | | | | | | | | | |
| If you are successful in your application would you require a work permit prior to taking up employment | | | | | | | | | | | | YES / NO | | |
| If Yes, please specify dates: | | | | | | | | | | | | | | |
| Have you ever lived and/or worked outside of the UK? | | | | | | | | | | | | YES / NO | | |
| If Yes, please provide details: | | | | | | | | | | | | | | |
| Do you hold a Certificate of Good Conduct for your time spent abroad? | | | | | | | | | | | | YES / NO | | |
| If Yes, please provide date of issue: | | | | | | | | | | | |  | | |
| **Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following (include any investigations or actions taken by your professional body):** | | | | | | | | | | | | | | |
| Capability/Performance | | | | | | | | | | | | YES / NO | | |
| If Yes, please provide details: | | | | | | | | | | | | | | |
| Disciplinary | | | | | | | | | | | | YES / NO | | |
| If Yes, please provide details: | | | | | | | | | | | | | | |
| If you consider yourself to have a disability, please detail any reasonable adjustments that you would require if you were selected to attend an interview: | | | | | | | | | | | | | | |
| **SIGNATURE** | | | | | | | | | | | | | | |
| *By signing the below I:*   * *confirm that the information that I have provided in support of this application is complete and true.* * *understand that knowingly to make a false statement for this purpose may be a criminal offence and if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be dismissed.* * *understand that canvassing of any Governors, Members or Officers of North Yorkshire County Council in connection with this appointment will disqualify me.* | | | | | | | | | | | | | | |
| ***Signature Date***  (If completed electronically you will be requested to check and sign this application in person at interview). | | | | | | | | | | | | | | |
| Unless otherwise stated please return this application form to [admin@selbyhigh.co.uk](mailto:admin@selbyhigh.co.uk). Shortlisting will take place within two weeks of the closing date. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain.  If you are unsuccessful with your application, this form will be destroyed after six months from the closing date of the vacancy. | | | | | | | | | | | | | | |

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| **EQUAL OPPORTUNITIES MONITORING FORM** | | | | | | | | | |
| **Post Number: ………………………………………..**  North Yorkshire County Council is committed to equality in employment. The Council’s aim is to ensure equality for all existing and prospective employees. In order to assist the Council with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.  The information will not form part of your application, but will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act. | | | | | | | | | |
| **Directorate to which you are applying: Children & Young People’s Service** | | | | | | | | | |
| **Ethnic Origin** (Please tick one box only, indicating the category that best describes your ethnic origin) | | | | | | | | | |
| **White** | British |  |  | Irish | | | |  |  |
|  | | | | | | | | | |
|  | Any other White background (please specify) | | |  | | | |  |  |
|  | | | | | | | | | |
| **Mixed** | White & Black Caribbean |  |  | White and Black African | | | |  |  |
|  | | | | | | | | | |
|  | White & Asian |  |  |  | | | |  |  |
|  | | | | | | | | | |
|  | Any other Mixed background (please specify) | | |  | | | |  |  |
|  | | | | | | | | | |
| **Asian or Asian British** | Indian |  |  | Pakistani | | | |  |  |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | Any other Asian background (please specify | | |  | | | |  |  |
|  | | | | | | | | | |
| **Black or Black British** | Caribbean |  |  | African | | | |  |  |
|  | | | | | | | | | |
|  | Any other Black background (please specify) | | |  | | | |  |  |
|  | | | | | | | | | |
| **Chinese** | Chinese |  |  |  | | | |  |  |
|  | | | | | | | | | |
| **Other** | Any other ethnic background (please specify) | | |  | | | |  |  |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **Gender** (please tick) | Male |  |  | Female | | | |  |  |
| Prefer not to disclose | | | | | | | | | |
|  |  |  |  |  | | | |  |  |
| **Disability (please tick)** | | | | | | | | | |
|  | | | | | | | | | |
| **Do you consider yourself to be disabled?** | | Yes | | | |  | No |  |  |
|  | | | | | | | | | |
| If Yes, do you consider yourself to be disabled under the terms of the Equality Act | | | | | Yes |  | No |  |  |
| 2010 (formerly the Disability Discrimination Act) | | | | |  |  |  |  |  |
| This Act defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities’. | | | | | | | | | |
|  | | | | | | | | | |
| How did you learn of this vacancy? | | | | | | | | | |
|  | | | | | | | | | |
| **Signature:** | | | | | **Date:** | | | | |
| Thank you very much for your interest in Selby High School and for the time taken in completing this application. | | | | | | | | | |

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| **For Office Use Only** | | | |
| 1 | 2 | 3 | 4 |
| Month/Year Selection Process Undertaken | |  | |

**APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNTY COUNCIL**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the County Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us)

**Rehabilitation of Offenders**

If the post you are applying for requires you to have a Disclosure and Barring Service criminal records check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Canvassing**

You must not try to influence an elected Council Member, or any council employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about.  Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.  Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

 (Source [www.gov.uk](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders))