

Please insert details



Job Title:

Job No:

School:

Application for employment

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire if one has been provided or on separate sheets of paper.

Personal Details

Title (select as appropriate):

Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Surname(s):

First name(s):

Previous surname(s):

Address:

Post Code:

Email Address:

Telephone:

Work:

Mobile:

Home:

Where did you find out about this job?

National Insurance
No*:

Date of Birth*:

DFE No (Teachers Only):

GTC Registered (Teachers
Only):

Yes: ☐ No: ☐

ECT/ NQT

(Teachers Only):

Yes: ☐ No: ☐

Number of induction terms
completed:

Please provide detail around progress of
induction to date:

If you are related to any councillor or employee of Kirklees Council or a member of a Kirklees school governing body in the case of jobs in schools, please give details.

If none, please tick the box ☐

Name:

Job title:

Relationship to you (aunt, brother, partner etc):

If the job requires you to have a driving licence, please tick which type of licence you hold:

Full ☐ HGV ☐ PSV ☐ None ☐

* This information is required to ensure correct identification of candidates

References— remember to ask your referees for permission before you give their name.

One Reference must be from your current employer or your most recent employer

Name:

Email:

Address:

Post Code:

Tel:

Occupation:

Relationship:

Name:

Email:

Address:

Post Code:

Tel:

Occupation:

Relationship:

References will be requested as part of the recruitment process and they will form part of the decision making process. As part of the Keeping Children Safe in Education guidance, it is advised that Schools request references prior to interview.

Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority will be required to provide representation.

Work History

Present Employment (or last job for applicants currently unemployed)

Job title:

Date employment
Started (MM/YY):

Date employment
ended (MM/YY)
(if applicable)

Reason for leaving/looking for
other employment:

Notice required
(if applicable):

Name of employer/School:
Name of Local Authority/Agency:

Address:

Post Code:

Current Salary:

Grade:

Briefly describe
your duties:

Previous Employment

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets, please remember to put your name and the post applied for on each extra page and number it.

Job Title	Main Duties	Name and Address of Employer	From (MM/YY)	To (MM/YY)	Wage/Salary	Reason for Leaving

If you need more space, please attach additional sheets and tick this box ☐

Education and Qualifications

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

Name of Schools/ College/ University Attended	Periods of Study. Please indicate Full/Part Time		Degrees or certificates obtained	Dates of Awards
	From (MM/YY)	To (MM/YY)	Details/subject/grades	

If you need more space, please attach additional sheets and tick this box ☐

Breaks / Gaps in Employment / Education

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box ☐

**Have you have lived or worked abroad in the past 5 years for a period of 6 months or more?
If Yes, please ensure that you detail below the dates and countries where you resided / worked:**

For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, Schools are required to carry out any additional checks that they think appropriate so that any events that have occurred outside of the UK can be considered.

These further checks should include a check for information about any Teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teachers' system. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants. For more information please [Click here](#)

Relevant Information

Please read this section carefully as this is the most important part of your application

Using this page and if needed additional paper, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification in the following order or by completing the questionnaire if attached:

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

If you need more space, please attach additional sheets and tick this box ☐

Additional Information

- 1. **If you are in receipt of a pension payable under the Teachers' Pension Regulations following early retirement, please indicate the grounds on which you were retired:**

****Please note – this clarification is required as a result of the Teacher’s Pensions regulations, it will not be used for any other purpose when considering your application.**

Interest of efficiency / Redundancy / Ill health (delete as appropriate).

Date of retirement

In certain circumstances where you are in receipt of your pension from Teachers’ Pensions, this limits you to the amount of work you can undertake, or in some cases (if a health related retirement) it prevents you from returning to work at all.

There are different regulations depending on the type of retirement and the date the pension was awarded.

If you think that this applies to you then please seek advice from Teacher’s Pensions by calling: 0345 6066166 or speak to the Pensions Team at Kirklees Council by calling: 01484 225095.

2. If you have received a redundancy payment in respect of a previous employment with a local authority (including Kirklees) please give details.

****Please be aware that if you have recently received a redundancy payment from your previous employer (and your employer was one that is listed under ‘The Redundancy Modification Order’) a relevant break in service must occur before you re-commence any period of re-employment, If this applies to you then please seek advice from our Pensions Team by calling 01484 225095.**

Name of Authority

Date of Redundancy

Important Notice to Applicants

Kirklees Council takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, ie known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate. This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

GDPR (General Data Protection Regulations) apply. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Council reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

** As per KCSIE guidance, an online due diligence search may be performed by the recruiting school at the shortlisting stage if you are invited to interview. In addition to this, a declaration form will be sent out to you from school at least 2 days prior to your interview. You will be asked to declare information around any criminal convictions plus a number of questions around your suitability to work with children.

I have not canvassed (either directly or indirectly) any councillor or employee of Kirklees Council and will not do so.

I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Please sign the form*

Signed

Date:

Print Name:

Additional Information for Applicants

(Please read before completing the form)

Tear off and retain

Kirklees Council

Kirklees Council is the largest organisation in the area providing a wide range of services for the diverse local community of some 423,000 residents. We have a multi-million-pound budget and employ around 17,300 people (12,400 full time equivalents).

We provide excellent working conditions for all employees including generous holidays, flexible hours of work for most jobs and the opportunity to enjoy the benefits of being a member of the Local Government Pension Scheme. Staff receive first class training and support and there are a number of schemes and policies to assist employees.

All new employees to Kirklees Council are subject to a six-month probationary period. (Please see below for teachers).

If this is not going to be your only job whilst employed by Kirklees Council you must discuss and agree this with your line manager.

Further details on Kirklees can be found on our website at www.kirklees.gov.uk

Induction (Teachers)

Early Career Teachers are required to successfully complete an induction period before being confirmed into employment. For a full-time Teacher, the length of the induction is two years (6 terms) and for a part-time teacher it is the pro-rata equivalent of 6 terms (there is the option to reduce the assessment period based on satisfactory performance).

Information around the induction for NQTs and ECTs can be found in the link below:
<https://www.gov.uk/government/publications/induction-for-early-career-teachers-england>

Qualifications (Teachers)

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

What Happens Next?

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies.

Please contact us if you require special arrangements or adjustments for the Interview.

Complaints Procedures

If existing employees have any concerns over a recruitment exercise they have recently undertaken – please refer to the Council's Dispute Resolution.

The guidance for external applicants is as follow:-

The Council has both a desire and statutory duty to ensure that employees are appointed solely on merit and that all processes and procedures are fair, transparent and accommodate individual needs by way of reasonable adjustments where these are required. If you apply for a job with the Council and you consider that at either the short-listing or interview stage you have not been treated fairly or you do not understand the recruitment decisions, you may take the following steps:-

1. Contact either the Chair of the recruitment panel or the Chair of the Schools Governing Body and request feedback on why you have not been successful at either short-listing or interview.
2. If you are not satisfied with the feedback provided – write to Kirklees Council, HR Recruitment, PO Box 1720, Huddersfield, HD1 9EL or, telephone 01484 221000 and you need to set out reasons why you think you may have been treated unfairly. (This needs to be set out clearly – something more substantial than you simply do not agree with the recruitment decision making). Any concerns need to be made within ten working days of hearing the recruitment outcome that generated the concerns or complaint.
3. Upon receipt of such a complaint, the HR Service will make arrangements to have your concerns looked into and you will receive a response, normally within ten working days. Depending on the nature of the response you may be offered a meeting to explain matters, but more usually it will be possible to do this in writing. If the circumstances are such that it will take longer to look into the matters you have raised, you will be communicated with over the likely timescale.
4. In terms of the Council's own procedures, any decision by the Service Director, Learning and Early Support is final, however, this does not prevent applicants pursuing any statutory rights they may have through an Employment Tribunal.

**Please get your application form in on time and
GOOD LUCK!**