

Job Application - CRB Post

Short Version - Schools

Please read the Guidance for Applicants before completing this form. All sections must be completed using black ink or type. Your application will be considered only if you complete all the relevant sections of this form. If you need more space please attach a separate sheet(s). Please write the job reference and job title on each additional sheet.

EQUAL OPPORTUNITIES STATEMENT

Middlesbrough Council will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

DECLARATION

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis. I understand that trying to influence Elected Members, employees, or Heads/Governors of educational establishments, in connection with this application, will disqualify me. I understand that in line with legislation, if the job for which I am applying will have access to children or vulnerable adults or is a designated job within the meaning of Criminal Records Bureau (CRB) legislation, I agree to being checked by the CRB to disclose any criminal record I have. I understand that in line with legislation I will be required to provide evidence of my eligibility to work in the UK.

JOB TITLE:

REF NO:

DEPARTMENT/SERVICE:

PERSONAL (Please complete in BLOCK CAPITALS)

Title: Surname/Family Name:

Please give any previous names (including surnames) by which you have been known:.....

First Name: Middle Name(s):

Address:

..... Postcode:.....

Telephone (Daytime): (Evening):..... (Mobile):

May we contact you at work? Yes ☐ No ☐ E-mail Address:

Please tick this box to confirm you are happy for us to communicate with you using this email address: ☐

If not, please provide an alternative email address:

National Insurance Number:

Do you want to work full-time only? Yes ☐ No ☐

Would you like us to consider you for other working patterns, for example, job share, part-time, working in term-time only and so on? Yes ☐ No ☐

If yes, please specify:

CURRENT OR LAST EMPLOYER

If you are applying for this job with no previous experience, please put “n/a” in this part of the application form.

Employer’s Name:..... Job Title:

Address:

.....

.....

Postcode:..... Date Appointed: Salary:

Notice Period:..... Date Left:..... Reason for Leaving:

Brief description of duties and responsibilities:

CAREER HISTORY - Please account for any gaps in employment, training or education dates.

EMPLOYMENT - If you are applying for this job with no previous experience, please put “n/a” in this part of the application form.

Name and address of employer(s) (Show latest employment first)	Position held and brief description of duties	Dates		Reason for leaving
		From	To	

EDUCATION & TRAINING

Place you studied at	Dates		Qualification/Subject	Level	Grade	Date achieved
	From	To				

SKILLS, KNOWLEDGE AND EXPERIENCE

Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to this job. Remember to include any experience you have gained in community or voluntary work as well as employment. Please continue on a separate sheet if necessary.

It is important to complete this section. Simply referring to a curriculum vitae is not acceptable.

OTHER DETAILS

The Council has a policy of guaranteeing interviews for people with disabilities who meet all the essential criteria in the person specification for the job.

Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

Do you consider yourself to have a disability under the Equality Act 2010 and wish to claim this guaranteed interview? Yes ☐ No ☐

Do you require any reasonable adjustments to help you demonstrate your full potential in the recruitment process? If so, please give details:

.....

.....

.....

.....

Do you have a relationship with a Councillor or Senior Officer (or, if you are applying to a school, any school governor) within this Authority? Yes ☐ No ☐

NOTE: Please note canvassing of Members and Officers of the Council directly or indirectly in connection with this application will disqualify you.

If YES, please state the person’s name, position/job title and relationship:

.....

Do you hold a UK Driving Licence? Yes / No If Yes, please specify the type (Full, HGV, etc.):

As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK:

Are you eligible to work in the UK? Yes ☐ No ☐

Do you receive an occupational pension from the Local Government Pension Scheme? Yes ☐ No ☐

REFERENCES

Please provide two references, one of which should be from your present or most recent employer. As this post requires a CRB disclosure **we will take up these references before we interview you**. If you do not provide full contact details, including contact telephone numbers, for your referees, this may delay the recruitment/appointment process. If you have not worked previously, please name someone as a referee who has known you for at least three years but is not a relative.

Reference 1:

Name: Job Title:
Organisation:
Address:
.....
..... Postcode:
E-mail: Telephone: Fax:
Relationship to you.....

Reference 2:

Name: Job Title:
Organisation:
Address:
.....
..... Postcode:
E-mail: Telephone: Fax:
Relationship to you.....

Data Protection Statement:

The information you give on this form and the equal opportunities monitoring form will be used for recruitment monitoring purposes. If you are appointed to the job your name and address will be given to the recognised trade unions, who may contact you with membership information. Please tick this box if you **do not** want your information to be passed to the trade unions ☐

IMPORTANT - Please read and complete the section:- Rehabilitation of Offenders - Disclosures, on Page 7 and make certain you have completed all other relevant sections of this form prior to signing and dating below.

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis.

Signed: Date:

Please return the application form as instructed in the details of the advert for the job or to the address supplied with the application information.

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REHABILITATION OF OFFENDERS ACT – DISCLOSURE OF PREVIOUS CONVICTIONS

Before completing this section please read the Guidance for Applicants which includes information on the Rehabilitation of Offenders Act and the Council's Safeguarding and CRB Policy.

As an Equal Opportunities employer Middlesbrough Council will not unfairly discriminate against you if you declare that you have a criminal record. Criminal records are only taken into account when the conviction may be relevant to the job for which you are applying.

This post is exempt from the Rehabilitation of Offenders Act 1974, so you must tell us about any convictions, cautions or final warnings you may have in the Convictions Section of this form, even if they are considered to be 'spent' under this Act.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not necessarily affect your chances for a post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when you committed the offence, and any other relevant factors, including the Council's Safeguarding and CRB policy and procedures.

Do you have any spent/unspent convictions?

Yes ☐ No ☐

If **YES**, please give the details of the offence, date of conviction, judgement/sentence and any other additional information in the section below.

DISCLOSURE OF PREVIOUS CONVICTIONS

Before completing this section please read the Guidance for Applicants which includes information on the Rehabilitation of Offenders Act and the Council's Safeguarding and CRB Policy.

Details of Offence	Date of Conviction	Sentence/Judgement

Additional Information

Important: This page should be detached from your application form and placed in a sealed envelope marked 'Private and Confidential' and 'For the attention of: Chair of Recruitment Panel'.

Name (please print):

Sign:

Reference No (for internal use only)

Date: