A P P L I C A T I O N F O R M

*Please read the guidance notes. You must not alter the design or*

*layout of this form in any way.*



|  |  |
| --- | --- |
| Post applied for | |
| Vacancy No. | Department or Establishment |

PERSONAL DETAILS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | | First name(s): | | | | |
| Former or changed name(s): | | | | | | | |
| Date of Birth: | | | | Current Address: | | | |
| National Insurance Number: | | | |  | | | |
| Home Tel: | | | |  | | | |
| Work Tel: | | | |  | | | |
| Email: | | | | | | Post Code: | |
| Do you consider yourself to have a disability? | | | | | | Yes / No | |
| Please tell us about any reasonable adjustment you need to help you with your employment application, and | |  | | | | | |
| Please tell us about any reasonable adjustment you need to help you do the job for which you are applying. | |  | | | | | |
| If you are applying for a post open to job share please indicate how you wish to work by ringing one of the following. | | | | | | |
| FULL TIME ONLY | JOB SHARE ONLY | | | | EITHER | |

RELATIONSHIPS & CANVASSING

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| --- |
| Please declare below any family or close relationship with an existing employee, governor, councillor of Northumberland County Council or School within Northumberland. Please refer to guidance notes. CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS |

CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER

|  |  |  |
| --- | --- | --- |
| Employer’s name | Position held | |
| Employer’s address | | Date started |
|  | | Date finished |
|  | | Reason for leaving |
| Salary | | Other Benefits |

**ACTION FOR EQUALITY**

Northumberland County council aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age (within the context of normal retirement age) or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We are committed to safeguarding children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.



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| Brief description of duties, responsibilities etc |

ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

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| --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Position held | Reason left |
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EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

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| --- | --- | --- | --- | --- | --- |
| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award |
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MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for

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| --- | --- |
| Name of Professional Body | Reference/Membership Number |
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FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (please refer to guidance notes)

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| OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies) |
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REFERENCES

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| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. Please note that requests not to contact the referee prior to interview may be over-ruled where Safeguarding rules apply. References from friends or purely social acquaintances are unacceptable. |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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CRIMINAL RECORDS

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| Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.  A letter X in the vacancy number indicates that the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts the successful candidate will be required to disclose any ‘spent’ convictions and any offer of appointment is conditional upon the successful candidate producing an acceptable Criminal Records disclosure.  **CRIMINAL RECORDS DECLARATION – FOR POSTS MARKED WITH AN X IN VACANCY NUMBER ONLY**  I confirm that **I am not** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  I confirm that **I am** on Section 142 of the Education Act, and/or disqualified or barred from working with children and/or vulnerable adults, or have been subject to sanctions imposed by a regulatory body and/or have ‘spent’ or ‘unspent’ convictions, cautions, reprimands, warnings or bind-overs and have attached details in a sealed envelope marked ‘’private and confidential – appointing officer only’’.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….…… |

DECLARATIONS

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| --- | --- |
|  | I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for the County Council to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  **NB - If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.** |

**Criminal Records Declaration Form**

**You must fill in the information below and return this form with your application form. Please refer to the attached guidance notes and policy statement first.**

**Applicants must complete EITHER Box A OR B. All applicants should complete Box C.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Number** |  | **Full Name** |  |
| **School/Academy** |  | **Position applied for** |  |
| **Box A:** Complete this box if you have never had a conviction, caution, reprimand or warning OR any conviction, caution, reprimand or warning you have will not appear on your Disclosure and Barring Service certificate of criminal record, as defined in the Guidance Notes below. Note some offences will always appear on a DBS certificate.  **I HAVE NO CONVICTIONS, CAUTIONS, REPRIMANDS OR WARNINGS.**  I confirm that the details shown above are an accurate record of the information that will appear on my Disclosure and Barring Service Certificate and understand this will be discussed with the Appointing Officer/Panel if I am invited to an interview.  **Signature……………………………………………… (Applicant) Date …../…./…….** | | | |
| **Box B:** Complete this box to record details of any conviction, caution, reprimand or warning you have that will appear on your Disclosure and Barring Service certificate of criminal record, as defined in the Guidance Notes below. Note some offences will always appear on a DBS certificate.  **I HAVE THE FOLLOWING CONVICTIONS, CAUTIONS, REPRIMANDS AND/OR WARNINGS:**  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  I confirm that the details shown above are an accurate record of the information that will appear on my Disclosure and Barring Service Certificate and understand this will be discussed with the Appointing Officer/Panel if I am invited to an interview.  **Signature……………………………………………… (Applicant) Date …./……/……** | | | |

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| **Box C:** All applicants should complete this box.   1. Do you already have an Enhanced Disclosure and Barring Service Certificate for working with children or children and adults?   YES/NO   1. Was this certificate issued to you on or after 17 June 2013?   YES/NO   1. Are you currently registered with the DBS Update Service?   YES/NO  Answer this question only if the answer to ALL THREE questions above is YES: Do you give your permission for the Appointing Officer to carry out a status check with the DBS to confirm that your DBS certificate is up-to-date?  YES/NO  **Signature……………………………………………… (Applicant) Date …./……/……** |

**For completion by the Appointing Officer:**

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| --- | --- |
| **OVERSEAS ADDRESS CHECK – if applicable**  **APPLICANT NOTIFIED AND OBTAINING RELEVANT CHECK – YES / NO**  **COUNTRY / COUNTRIES RELEVANT CHECK REQUIRED FROM:** | |
| As Appointing Officer I have discussed with the applicant any details, as recorded above, that might appear on their DBS Certificate, in accordance with the Criminal Records Code of Practice. | |
| **Printed Name of Appointing Officer** | **Position** |
| **Signature** | **Date** |

**Guidance Notes**

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| **How do I know whether any conviction, caution, reprimand or warning I have received must be declared in Box B?**  As part of the safer recruitment process applicants are required to disclose relevant criminal offences prior to interview. The law no longer requires all convictions and cautions to be disclosed as some old and minor convictions are filtered out and no longer appear on an applicant’s DBS certificate of criminal record. If the conviction or caution will no longer appear on the DBS certificate then you are not required to disclose it in Box B above and we are not entitled to ask you about it.  **The following will no longer appear on a DBS certificate:**   * **For those 18 or over at the time of the offence:**   An adult conviction will be removed from a DBS criminal record certificate if:   * 11 years have elapsed since the date of conviction; and * it is the person’s only offence, and * it did not result in a custodial sentence.   Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.  An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.   * **For those under 18 at the time of the offence:**   The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.  The same rules apply as for adult cautions, except that the elapsed time period is 2 years.  **The following will always appear on a DBS certificate:**  Any convictions, cautions, reprimands or warnings in relation to serious offences including sexual offending, violent offending and/or safeguarding must be disclosed in Box B. An indicative list of those offences is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>. This is not the complete list as the legislation also extends to cover similar offences committed under the law of Scotland and Northern Ireland or under  laws relevant to the armed services. |
| **Overseas Check for Successful Applicant only**  If the Appointing Officer requires a criminal records check for an applicant who has lived abroad you must access the DBS website and follow the appropriate guidelines to obtain the overseas checks that are required:  <https://www.gov.uk/dbs-check-requests-guidance-for-employers> |

**Policy Statement - Criminal Records Declaration Form**

**Statement of commitment to safeguarding children and young people**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

**Why we need you to declare your criminal convictions and other related information**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, warnings and bind-overs, unless they are regarded as ‘spent’, as described in the Guidance Notes above, must be declared. Some offences are regarded as never being spent for jobs working with children.

We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS), unless you have an existing certificate on the right level and type for the post you have applied for and are registered with the DBS Update Service.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure and Barring Service’s Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice>

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

**What will happen before interview if you are short-listed**

Other than in exceptional circumstances, we will take up detailed references from your current and previous employers before you are invited for interview. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children. We will also ask if you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation and how the matter was resolved, however your employer should not disclose cases in which an allegation of abuse was proven to be false, unsubstantiated, unfounded or malicious.

**What will happen at the interview stage**

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and young people including:

* + - your motivation to work with children and young people;
    - your ability to form and maintain appropriate relationships and personal boundaries with children

and young people;

* + - your emotional resilience in working with challenging behaviours; and
    - your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

**What will happen if you are offered the post**

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

We will also check:

* whether you are barred from working with children in a regulated activity, where relevant. It is a criminal offence for someone who appears on the Children’s Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
* your Qualified Teacher Learning and Skills (QTLS) status with the Institute for Learning, if relevant; and
* that you are medically fit to undertake the role.

**False Information**

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

Updated: June 2013

**Private and Confidential**

**Childcare Disqualification Declaration Form**

**You MUST fill in the information below and return this form to the Headteacher.**

|  |  |  |  |
| --- | --- | --- | --- |
| **School / Academy** |  | **Full Name** |  |
| Schools and Early Years settings which provide care for pupils under the age of 8, are required to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.  A person may be disqualified through:-  1. having certain orders or other restrictions placed upon them  2. having committed certain offences  3. living in the same household as someone who is disqualified by virtue of 1 or 2 above  (this is known as disqualification by association)  **You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.**  If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers (where required to sign), may mean that you can no longer work at the school. A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.  Support will be provided with this process.  To help you answer the following questions a list of the relevant Orders, Restrictions and offences can be found by following the links below.    <http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made>  <http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made>  <http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made>  **Section A – Orders or other restrictions**  Have any orders or other determinations related to childcare been made in respect of you?  YES NO      Have any orders or other determinations related to childcare been made in respect of a child in your care?  YES NO    Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?  YES NO    Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? (Please see appendix 1)  YES NO      Are you barred from working with Children (Disclosure and Barring Service (DBS)?  YES NO    Are you prohibited from Teaching?  YES NO    **Section B – Specified and Statutory Offences**  Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of any of the following:  Any offence against or involving a child? (A child is a person under the age of 18)  YES NO    Any violent\* or sexual offence against an adult? (\*a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH)  YES NO    Any offence under the Sexual Offences Act?  YES NO  Any other relevant offence?  YES NO  Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?  YES NO  **Section C – Disqualification by association**  To the best of your knowledge, is anyone in your household\* disqualified from working with children under the Regulations? (\*household – includes family, lodgers, house-sharers, household employees).This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned,  reprimanded, given a warning for or convicted of any offence in Section 2.  YES NO  **Section D – Provision of Information**  If you have answered YES to any of the questions above you should provide details below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.  Details of the order, restriction, conviction, caution etc. including the date(s) of these, the relevant court(s) or body(ies). You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.    **Section E – Declaration**  In signing this form, I confirm that the information provided is true to the best of my knowledge and that:   I understand my responsibilities to safeguard children.   I understand that I must notify my Headteacher immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children.    **Name**………………………………**Signature…………………………….. Date …../…./…….** | | | |