Aiming High, Including All

**Form AFS(NT)**



**BLACKBURN**

With

**DARWEN**

BOROUGH COUNCIL

**CHILDREN’S SERVICES & EDUCATION DEPARTMENT**

**APPLICATION FOR**

**EMPLOYMENT**

**(FOR CLERICAL/ADMIN POSTS, WELFARE ASSISTANTS, SITE SUPERVISORS, NON-TEACHING ASSISTANTS**

 **AND OTHER NON TEACHING POSTS WITHIN BLACKBURN WITH DARWEN SCHOOLS/ NURSERY SCHOOLS)**

**INTRODUCTION**

***Thank you for showing interest in this post at a Blackburn with Darwen School/Nursery School***

We would like to take this opportunity to wish you every success in your application for employment.

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* Before you begin, please read all the documents enclosed – they are designed to help you
* Please note that this form is an essential part of the Council’s selection process and **pre- prepared CV’s are not acceptable and will not be read or considered by the shortlisting** **panel.**

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**Please return your completed application form to**

**The Headteacher at the school**

**(unless otherwise stated on the vacancy advertisement)**

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Note: If you do not receive a further communication from us within four weeks of the closing date, please

assume that on this occasion your application has not been successful.

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Valuing Employees

**OFFICE USE ONLY**

Applicant Reference No

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

 - Monitoring Questionnaire

We are requesting this information because as an equal opportunities employer, the Council considers that it is essential to monitor the recruitment process. Therefore it would be appreciated if you would answer the questions asked below.

The information you supply will be recorded on the Council's Recruitment Manager Computer system and will be analysed on a regular basis in order to report the results of recruitment and selection procedures.

Our aim is that all applicants should be treated fairly and without bias.

The information provided here will be detached from your application and will not be available to the shortlisting panel until after the shortlisting stage has been completed. After the shortlisting stage the information will be needed in order to contact those candidates selected for interview.

**Application for the Post of:** 

**Post Reference No:  School **

**Surname  Title  (Mr/Mrs/Miss/ Ms/Other)**

**Forename(s) **

**Address**  

**Post Code  Email **

**Tel (Home)  Tel (Work) **

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The following information will be used to ascertain the requirements for family friendly policies

Do you have any children who rely on you for day-to-day care and attention**? .**

If Yes or Sometimes please list their ages on the next 31st August      

Please indicate using the boxes e.g. if you have 2 children aged 2 and 14 you would write ** **

Do you have any other relatives/friends that rely on you for day-to-day care and attention? ****

Disability. Do you consider yourself to be a disabled person? ****

**(Please see attached guidance notes)**

**Gender:** Are you**:  **

**Age:** What is your date of birth? **** (DD/MM/YY

**Internal/External:** Are you ** Employed by this Council?**

 ** Employed in Local Government elsewhere?**

 ** Not employed in Local Government?**

**How did you hear of this vacancy?**

** **

** **

** **

**YOUR APPLICATION**

**(To be completed by the applicant)**

The information you provide in this section is very important when assessing your application against the person specification enclosed. It will be extremely important in determining whether you are shortlisted or not. Please use this space to describe how your skills, experience, knowledge and training would enable you to meet the requirements of this job. Remember that you may refer to relevant examples from outside the workplace. There are more detailed notes about the importance of this section provided in the guidance notes ‘How to complete your application form’. Please read the notes before you start and continue on a separate piece of paper if necessary.

Please note **– If you are using a continuation sheet please place the title of the job for which you are applying and the job reference number on the top of each page**

**PERSONAL DETAILS** Please complete this section in block capitals

Application for post of 

at  School

Job Reference Number 

Surname  Title (Mr/Mrs/Miss)  Forename(s) 

Address 

Postcode  Email ****

Tel (Home)  Tel (Work) 

**CURRENT OR MOST RECENT EMPLOYMENT**

If you are currently employed please give details of your most recent employer. If you have just left education or have been employed before please use page 3 to explain how you meet the requirements in personal specification.

Job Title  Start date in current job 

Name and address of current employer  

Start date with employer  How much notice do you have to give? 

Brief description of duties

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| --- |
| **PREVIOUS EMPLOYMENT** (MOST RECENT FIRST)Please detail in date order all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary school or college and explanations for any gaps (if applicable) |
| Dates | Employer’s name and address | Job title, main activities and responsibilities | Reason for leaving |
| From | To |  |  |  |
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**EDUCATION AND QUALIFICATIONS**

Application for the post of ****

Please complete this section **ONLY** if educational qualifications are required for the post and are included in the person specification. In addition, you should include details of training and/or qualification and/or membership of professional bodies if they are relevant to the post for which you are applying.

**SECONDARY EDUCATION**

|  |  |  |
| --- | --- | --- |
| Exams passed | Date passed | Grade attained |
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**HIGHER-FURTHER EDUCATION**

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| Exams passed | Date passed | Grade attained |
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**RELEVANT TRAINING COURSES-PROGRAMMES ATTENDED**

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| Title of course | Date attended |
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| **PROFESSIONAL BODIES** |
| Please give details of any professional bodies, guilds or craft association to which you belong, (Please state the status of your membership e.g. Associate, Member, Student, Fellow, etc, and the date you were admitted to the body) |
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**OTHER INFORMATION**

**INTERVIEW DATES**

Please give any dates, over the next two months, when you **will not** be able available for interview. We remind you that in some cases, and in particular where we have advertised dates for interview, it is not possible to re-schedule interviews if you are not available.

**REFERENCES**

Give the names and addresses of two referees of whom we could make confidential enquiries. One should be your current employer (or if you are not currently employed, your last employer). If you are a school leaver, one of your referees should be your head teacher. If you have not been employed and it is some time since you left school, please give referees who are not relatives.

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| 1. |  | 2. |
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|  | Post Code |  |  |  | Post Code |  |

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity in which known to you:

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**Note: We will not accept referees forwarded with your application form**

**Can we make contact with your current employer prior to interview?**



**REHABILITATION OF OFFENDERS**

Have you ever been convicted of a criminal offence which under the provisions of the Rehabilitation of Offenders Act 1974, is not spent? (See attached guidance notes)

 If yes please enclose details.

**DRIVING LICENCE**

Complete this section **ONLY** if the Person Specification provided requires that you are able to drive a vehicle.

Do you have a current driving licence? 

Are you related to any of the School Governors or staff members . 

If yes give their name and position 

Canvassing directly or indirectly will disqualify candidates.

**I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE CORRECT AND COMPLETE**

Signature Date

 ****

The Council is committed as part of its Equal Opportunities Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, race, ethnic or national origin, language, religion, gender, marital status, sexuality, disability, age, social background or any other unjustifiable reason. Procedures will be regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of merits and abilities.

**Do you have any special requirements in relation to the school’s application and recruitment process?**

 

My special requirements are:

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This information is being collected so that if you are offered the job, any adjustments to the working condition or environment that may be required, to enable you to carry out the duties of the job will be considered in consultation with you.

**Your application**

There is no legal requirement to provide information about your disability on this form. However, you are encouraged to do so, in fairness to yourself, and in order for us to meet the commitments under our Equal Opportunities Policy.

If you are disabled and require assistance with completing the application form or you would like to submit a taped version of your application form, please telephone the School HR Team for further advice. The telephone number is 01254 588973 between the office hours 9:00am - 5:00pm.

**Please return this form together with your application form and the equal opportunities monitoring form. Thank you for your co-operation in completing this form.**