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| **APPLICATION FOR EMPLOYMENT** |

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| **Job applied for:** |  |
| **School / Location:** |  |

**Please read the Guidance notes on page 2 before filling in this application.**

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| **PERSONAL DETAILS** |

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| --- | --- | --- | --- |
| **Title:** | **Forename:** | | **Surname:** |
| **Address:** | | | |
| **Postcode:** | | | |
| **Tel No Day:** | | **Evening:** | |
| **Email Address:** | | **National Insurance Number:-** | |

**Eligibility to work in the UK:**

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| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements. http://www.ukba.homeoffice.gov.uk/ |
| Do you have an entitlement to work in the UK? **YES**  **NO** |

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| **GUIDANCE NOTES** |

Completing the application form is the first stage of the selection procedure. The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible. **Please read all the documents enclosed – they are designed to help you.** **Pre-prepared CV’s will not be considered.**

* Please ensure you have put your Application Reference Number at the top of every page including any separate sheets you submit. The job reference number can be found on the right of the job title on the advert and on the cover letter.
* The application form will be photocopied, so please complete it in **black ink.**
* Please do not add any personal details such as your name or address to any additional sheets you submit.
* **Please return your completed application form as stated in the advertisement/application pack.**
* **Please note, all Council employees particularly those based and working in educational establishments are expected to share the Council's commitment to safeguarding and promoting the welfare of children and young people, that they have responsibilities for or come into contact with.**

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| **REFERENCES** |

Please give details of two referees, one of which must be your current/last employer, if you have one. The second referee should also be a previous employer where possible. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential.

**REFERE**

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| **EMPLOYMENT HISTORY** |

It is essential you complete this information as it gives the recruiting panel an understanding of the roles you have undertaken and the length of time spent in the roles.

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| **SUPPORTING INFORMATION** |

This section of the application form is very important, as this is where you make your case for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification you have also been sent, describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us in what ways you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for a long time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

* Ensure that the information you provide is well organised and relevant to the person specification.
* It should show to what extent you have gained the skills and experience necessary for the post and provide examples of work you have been involved in and write in a positive way.
* Always remember to specify your responsibilities rather than those of your section or department

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| **EMPLOYMENT EXPERIENCE** |

Have you previously worked for Stockport Metropolitan Borough Council?

YES  NO

**CURRENT OR MOST RECENT EMPLOYMENT EXPERIENCE**

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| --- | --- |
| Name and address of employer: | |
| Length of time in role: | |
| Current earnings: £       p.a. | Range: £ |
| Notice Period: | Other Benefits: |
| Reason for leaving: | |
| Job title and brief outline of main duties and responsibilities: | |

## PREVIOUS EMPLOYMENT/VOLUNTARY WORK

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). You must also state your reasons for leaving. **There should be no gaps in your employment and education history. Please indicate where you were and explain any gaps you may have.** Continue overleaf and on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of**  **Employer** | **Nature of business**  **& reason for leaving** | **Job title** | **Date** | |
| **From** | **To** |
|  |  |  |  |  |

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| **EDUCATION AND TRAINING** |

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications

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| **EDUCATION (FORMAL QUALIFICATIONS)** | | |
| **Qualifications** | **Grade and Level Obtained** | **Date obtained and details of where** |
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| TRAINING/DEVELOPMENT | | |
| **Subject** | **Provider** | **Date Attended** |
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| MEMBERSHIP OF PROFESSIONAL INSTITUTES AND SOCIETIES | |
| **Institute** | **Level & method of membership** |
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| **SUPPORTING INFORMATION** |

Please provide evidence of how you meet the requirements of the person specification – refer to guidance notes for further information. Continue on a separate sheet if necessary (do not add your name to any of these sheets)

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| **REFERENCES** | |

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please tick here if you do not want us to contact them without your consent.

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| **1st Reference** | | | |
| Job Title: | Forename: | | Surname: |
| Organisation name: | | | |
| Address: | | | |
| Postcode: | | | |
| Email Address: | | Main School/Switchboard Telephone Number: | |
| In what capacity do you know the referee: | | | |
| Are you related to, or the partner of this referee?  **YES  NO** | | | |

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| **2nd Reference** | | | |
| Job Title: | Forename: | | Surname: |
| Organisation name: | | | |
| Address: | | | |
| Postcode: | | | |
| Email Address: | | Main School/Switchboard Telephone Number: | |
| In what capacity do you know the referee: | | | |
| Are you related to, or the partner of this referee?  **YES  NO** | | | |

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| **DISCLOSURE OF INFORMATION** |

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds. This will only apply if you become an employee.

CONTACTS WITH THE COUNCIL – CANVASSING WILL DISQUALIFY

Are you related to, or the partner of?

Any councillor or employee of Stockport Metropolitan Borough Council?  **YES**  **NO**

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| If YES please give details: |

## DISMISSAL

## Have you ever been dismissed from any previous employment? YES NO

If YES please give details, including dates, reasons and employer.

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## DISCLOSURE OF CRIMINAL CONVICTIONS

Please give details of any unspent criminal convictions in line with the Rehabilitation of Offenders Act including date of conviction and sentence imposed.

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DECLARATIONS

* I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.
* I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge
* I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

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| In completing this signature section in word on this document and submitting your application via the internet you are confirming that the information supplied is accurate and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.  Signed | Date |

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| **EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT** |

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| **Application for the post of:** |  |
| **Employing Authority:** | Stockport Metropolitan Borough Council |
| **School / Location:** |  |

## The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.

**PLEASE NOTE:- A signature is required even if you have nothing to declare.**

This means that you must disclose all criminal convictions (including those defined as spent under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information may disqualify you from employment or result in your later dismissal.

### Nature of convictions / reprimands / cautions / final warnings/ other relevant information.

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| --- |
| **Date** |

### Do you have any outstanding cases waiting to be heard? Please tick appropriate box

**YES**  **NO**

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| **Date (if known) and details** |
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| **Name** | |
| **Signed** | **Date** |

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| **MONITORING INFORMATION** |

It is the Council’s policy to ensure that all appointments are made on merit.In order to monitor the effectiveness and success of this policy please provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

In line with the **Data Protection Act 1988**, in signing the declaration you agree to Stockport Council disclosing information such as name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose.

Have you previously worked for Stockport Metropolitan Borough Council? **YES NO**

**Where did you see this job advertised?**

