

GUIDANCE NOTES

IT IS IMPORTANT THAT YOU READ THESE GUIDANCE NOTES BEFORE COMPLETING YOUR APPLICATION FORM.

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.**

EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

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.

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.
- Give specific examples of the 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

APPLICATION FOR EMPLOYMENT

Application for the post of:

At Kingsway School

MONITORING INFORMATION

It is the Council's policy to ensure that all appointments are made on merit. Pages 2, 9 and 10 are for monitoring purposes only and will be kept separate from your application form. They will not be seen by any members of the shortlisting or interviewing panel. Pages 7 and 8 will not be seen by the shortlisting panel but will be seen by the interviewing panel who reserve the right to question you in regards to any convictions if they feel this is relevant to the position you have applied for. In order to monitor the effectiveness and success of this policy please provide the information requested on these pages 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 declarations 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. Once the recruitment process is completed the hard copy data will be kept for 6 months.

Surname	Name/s
Address	
Postcode	
Date of Birth:	National Insurance Number:
Tel No Day:	Evening:
Email Address:	
For candidates applying for teaching positions please complete the information below:	
Date of recognition as a qualified teacher:	
Department for Education registered number as a teacher:	

EMPLOYMENT EXPERIENCE

Have you previously worked for Stockport Metropolitan Borough Council?

YES ☐ NO ☐

CURRENT OR MOST RECENT EMPLOYMENT EXPERIENCE

Employer name or School Name and Local Authority:	Address of employer / school:
Present Job Title and brief outline of duties:	
Length of time in role:	Present Grade/point:
No. on Roll (current / previous school staff only):	Present Salary: £
Notice Period:	
When would you available to start duties if appointed:	
Reason for leaving:	

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. Continue on a separate sheet if necessary. Please account for every year of your employment from the end of your formal education. Safeguarding Legislation means that you should not leave any year unaccounted for even if you were not in employment (e.g. travelling, maternity leave etc.) Start with your most recent appointment and work back year by year to your education. Please highlight any time when you have lived or worked outside the UK for 3 months or more.

Please complete all boxes (all candidates)					Current or previous school staff only	
Date: From/ To	Job Title	Employer/ School	Reasons for Leaving	Length of Time in Role	No. on Roll	Age Range Taught

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

EDUCATION (FORMAL QUALIFICATIONS)		
Qualifications	Grade	Where Obtained

TRAINING/DEVELOPMENT		
Subject	Provider	Date Attended

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)

The Kingsway School and Stockport Local Authority are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

REFERENCES

References will be sought prior to interview, the references will ask you current/previous employer about any disciplinary offences relating to children. Please tick here ☐ if you do not want us to contact them without your consent. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A

CURRENT/MOST RECENT EMPLOYER	
Name	
Address	
Postcode	
Email Address	Telephone Number
Relationship e.g Current Employer / Previous Employer / Other - please specify	
Are you related to, or the partner of this referee? <input type="checkbox"/> YES <input type="checkbox"/> NO	

CURRENT/MOST RECENT EMPLOYER	
Name	
Address	
Postcode	
Email Address	Telephone Number
Relationship e.g Current Employer / Previous Employer / Other - please specify	
Are you related to, or the partner of this referee? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT

Application for the post of	
Employing Service	
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.

Date

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

☐ YES ☐ NO

Date (if know) and details

Name	
Signed	Date

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?

- a) Any councillor of Stockport Metropolitan Borough Council? ☐ YES ☐ NO
- b) Any employee of Stockport Metropolitan Borough Council? ☐ YES ☐ NO

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.

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.

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.

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

MONITORING INFORMATION

Eligibility to work in the UK:

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 be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? **YES** ☐ **NO** ☐

GENDER

Female ☐ Male ☐ TransFemale ☐ TransMale ☐

FAITH/RELIGION

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> None	Any other religion: Please Specify

SEXUAL ORIENTATION

☐ Bisexual ☐ Gay Man ☐ Heterosexual ☐ Lesbian

DISABILITY

The following definition may provide a useful framework for candidates to consider whether their condition would be considered as a disability. The Disability Discrimination Act defines disability as a ***“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”***.

Do you consider yourself to be disabled? **YES** ☐ **NO** ☐

Candidates who have declared themselves as disabled will be identified before the shortlisting stage to ensure that candidates with disabilities who meet the essential requirements of the job can benefit from the Council’s guaranteed interview scheme. This scheme forms part of the Council’s policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process.

If you are successfully appointed every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job. In the space below please provide details of anything you wish to bring to the panel’s attention:

ETHNIC ORIGIN

These groupings are in line with the 2001 census. I describe my ethnic origin as:

ASIAN OR ASIAN BRITISH: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi Other Asian – Please Specify:	BLACK OR BLACK BRITISH: <input type="checkbox"/> Caribbean <input type="checkbox"/> African Other Black – Please Specify:	CHINESE: <input type="checkbox"/> Chinese Other – Please Specify:
WHITE: <input type="checkbox"/> British <input type="checkbox"/> Irish Other White – Please Specify:	MIXED: <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian Other Mixed – Please Specify:	OTHER ETHNIC GROUP: Please Specify:

WHERE DID YOU SEE THIS POST ADVERTISED?

WEBSITE: <input type="checkbox"/> Stockport Council Website <input type="checkbox"/> Eteach <input type="checkbox"/> Now People	MEDIA: <input type="checkbox"/> Jobs Bulletin <input type="checkbox"/> Stockport Express <input type="checkbox"/> Manchester Evening News <input type="checkbox"/> TES	OTHER: <input type="checkbox"/> Word of Mouth Other - Please Specify:
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