

Applicant
Ref

Confidential CRB-NT

Application for Employment

Bolton Council Values Diversity and is striving to be an Equal Opportunity Employer

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

Please complete in black ink or type

| | |
|----------------------------|--------------------|
| Post applied for: | School/Department: |
| Job Reference: | |
| Surname: Dr/Mr/Mrs/Miss/Ms | Forename(s): |
| Previous names: | |
| Address: | Date of Birth: |
| | E-mail: |
| Post Code: | Work telephone: |
| NI Number: | Home telephone: |

Education, job related qualifications & specialised training

| School/College | Qualifications/training - Proof of job related qualifications will be required | From | To |
|----------------|--|------|----|
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How did you find out about this job, e.g. which publication?

Present/most recent appointment

| | | |
|-----------------------------------|--|---------------------------------|
| Job title: | | Employer's name/address/e-mail: |
| Date started/ left if applicable: | | |
| Weekly wage/salary: | | |
| Notice required: | | |
| Purpose of job: | | |

Employment background Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable)

| From month/year | To month/year | Place of work/employer (if applicable) | Scale/grade | Title/responsibility | Reason for leaving |
|-----------------|---------------|--|-------------|----------------------|--------------------|
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Have you ever been dismissed by any of the above employers?
 If Yes, further details may be required from you. **Yes** **No** (please tick)

References

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current employer/Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children or vulnerable adults, then one reference should be from a previous employer in a role related to this client group, if applicable. **References from friends or relatives will not be accepted.**

| | |
|---|---|
| (1) Name: | (2) Name: |
| Employer <input type="checkbox"/> Non-Employer <input type="checkbox"/> (please tick) | Employer <input type="checkbox"/> Non-Employer <input type="checkbox"/> (please tick) |
| Address: (including Post Code) | Address: (including Post Code) |
| Telephone No: | Telephone No: |
| E-mail | E-mail |

References will be sought prior to interview.

Rehabilitation of Offenders Act 1974

Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. **The Authority will check information provided under this heading.**

Have you at any time been convicted of any criminal offence?
(including cautions, bind-overs and any pending prosecutions) **Yes** **No**

Please refer to Guidance Notes before answering this question

Are you disqualified from working with children or vulnerable adults or
subject to any sanctions imposed by a regulatory body e.g. GSCC? **Yes** **No**

In order to comply with our **Valuing Diversity Policy**,
please indicate if you have a disability? **Yes** **No**

If YES, do you require any adjustments to the selection process? **Yes** **No**

If YES, please give details in your application

Do you wish to **job share?** (if available) **Yes** **No**

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Are you related to any member of the Council, Senior Officer or Governing Body?

If Yes, please give details **Yes** **No**

Data Protection Act

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

Declaration

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

Signature:

Date:

Your application, when completed, should be returned to the address stated in the advertisement.

Relevant skills, knowledge and experience

Please use this page to show how you meet items on the Person Specification.
(Continue on an additional sheet if necessary)

Please see the Guidance Notes for further information.

Fairness in Employment Monitoring

Strictly Confidential

Job Ref:

Grade

Department:

Adult Services

Children's Services

Development & Regeneration

Chief Executive's

Corporate Resources

Environmental Services

How did you find out about this job? (e.g. which publication)

BEN

Guardian

Professional Journal (please state which below)

MEN

Bolton Council Website

Other, inc any other websites (please state below)

Job Centre

Internal

Professional journal or other please state

My Racial origin: (please tick appropriate box)

White

British

Irish

European

Other

Black or Black British

Caribbean

African

Asian or Asian British

Indian

Pakistani

Kashmiri

Bangladeshi

Mixed Race

White & Black Caribbean

White & Black African

White & Indian

White & Pakistani

Chinese/other group

Chinese

For any other racial group please write in box

My gender:

Female

Male

My sexuality:

Heterosexual

Lesbian

Don't want to say

Gay

Bisexual

My present employment: (I currently work for the Council):

Yes

No

My disability status: (please read the definition over the page before answering)

I am not a disabled person

I consider myself a disabled person

My age:

16-19

20-29

30-39

40-49

50-59

60-64

65 +

My religion:

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Sikh

Muslim

Hindu

Buddhist

Jewish

None

Any other religion – please write in box

My caring responsibilities:

I look after children

I help an adult with her/his daily routine

For Office Use Only

Part-time

Full-time

Permanent

Fixed term

Interviewees

Candidate(s)

No

NC

selected

Valuing Diversity

Fairness in Employment Monitoring Sheet

The information that you give us on this form will be used for monitoring and will not be used for any other purpose. The form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in short-listing or interviewing for the post for which you are applying.

Help us to help you

Bolton Council is committed to achieving fairness and equality in employment. We want to make sure that all job applicants and employees are treated fairly and are judged solely on their merits and abilities.

One of our most important ways of making sure that we are being fair is by monitoring - counting the people that apply to us for jobs, and those who get our jobs. To help us to do that, please fill out the form on the other side of this page and return it with your application.

What information are we looking for?

We need different kinds of information for different reasons. We ask about your race, your gender, your age, whether or not you consider you are disabled and your religion so that we can check how closely the numbers of people who apply to us for jobs, or who get jobs with us, match up to the local population.

This tells us a lot about whether our recruitment processes are fair and equally open to everyone.

In addition we are asking you to tell us something about your caring responsibilities. By that we mean looking after a child, whether as a parent, guardian or foster parent, or helping an adult carry out their daily routine. This might mean providing assistance to an adult relative or friend who is disabled or has a long term illness. These questions help us to assess the demand for family-friendly policies, such as more flexible working arrangements.

We are also asking about whether you already work for the Council, which helps us to make sure that both internal and external candidates have equal chances of getting Council jobs.

Disability - Definition

Under the terms of the Disability Discrimination Act 1995 a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.