



Please complete this form in black ink so we can obtain clear photocopies. If you are word processing your form the font size should be a minimum of 12 point. Please see our guidance notes before completing the form.

1. Job Details		
Application for the post of:		School:
Where did you see the post advertised?		Job Ref:
Do you wish to apply for the post on a job share basis?		YES / NO
2. Personal Details		
Family Name/Surname:	First Name(s):	Title e.g. Mr/ Mrs/Miss/Ms:
Address:		Postcode:
Work telephone number:	Home telephone number:	
Email address:	Mobile telephone number:	
Preferred contact method:	DCSF No:	
	GTC Registration No:	
National Insurance No:	Date of Birth: <i>(see guidance notes)</i>	
If you are currently employed, may we contact you discreetly at work?		YES / NO
Do you currently work for Brighton & Hove City Council?		YES / NO
Do you have regular use of a vehicle for work?		YES / NO

Disability Discrimination Act 1995 (DDA), (amended 2005)

The council uses the 'Two Tick' symbol which means we are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the DDA and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview. The DDA states that "a person has a disability if he or she has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his or her ability to carry out **normal day-to-day activities**". You must satisfy these **four** main conditions in order to be covered by the DDA.

- Do you consider yourself to have any disabilities? **YES / NO**

Please state any arrangements you would like us to make to assist you if you are called for interview:

3. Education and Qualifications

Secondary School:	From:	To:
'A' Level Passes:		
University:	From:	To:
Degree/Subject:	Class/Division:	
College of Teacher Education:	From:	To:
Qualification Gained:	Date	
Trained to teach age range:		
Principal subject:		
Subsidiary subjects:		

4. Training, and/or Membership of Professional Bodies

Include any information here that is relevant to the job for which you are applying, e.g. tell us about any qualifications that you are studying for currently. List any training courses or conferences/seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience. etc.

Relevant
dates:

5. Present Employment

Name of School & Authority or Organisation:

Type of School & No. on Roll:

Brief outline of duties:

Post Title:

Date From:

To:

Salary/point:

Value of other benefits:

Notice period required:

Reason for leaving:

6. Previous Employment

Please list the most recent experience first and indicate the fraction of full-time where any post was part-time.

Name of School & Authority or Organisation	Type of School & No. on Roll	Post Held & Salary/point	Period of Service From To Month/Year Month/Year	Reason for leaving

7. References

Please give the name, address and contact number of two employers who can provide us with an assessment of your suitability for this post. One of the referees should be your current employer or most recent employer if you are unemployed. You must include a reference from a previous employer where you have worked with children. If you are at college or have recently left, please give the name of your teacher or lecturer.

References will be taken up at the shortlisting stage. Please put an 'X' in the box if you do not wish us to contact either referee before informing you.

<input type="checkbox"/> First Reference	<input type="checkbox"/> Second Reference
Name:	Name:
Job Title: Address:	Job Title: Address:
Work relationship:	Work relationship:
Tel: Postcode:	Tel: Postcode:
Email address:	Email address:

A job offer will not be made without two satisfactory references.

8. Skills, Abilities, Knowledge and Experience

When completing this section, which is the most important part of the form as it tells us about your knowledge, skills, abilities and experience, use the criteria listed in the person specification as headings for your responses. Describe how these relate to the criteria by giving clear examples. Please do not repeat what the person specification states. For example if it asks for 'ability to' or 'experience of' give examples by referring to your professional/ academic/ personal life or voluntary work. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.

Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.

Use extra sheets if you need to and make sure they are clearly marked with your name, the job title and the job reference number. We would also recommend that you read our guidance notes.

Please put an 'x' in this box if you are attaching continuation sheets or continue typing.

9. Further Information please read the enclosed guidance notes before completing this section

i. Authorisation to Work in the UK & Points-Based System

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES/NO**

See guidance notes for further information on authorisation to work in the UK.

ii. Rehabilitation Of Offenders Act 1974 (Exceptions) Amendment Order 1986

Before any person is appointed to a post which involves substantial access to children, the Council has a duty to process a CRB Disclosure Application to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are 'spent' under the provisions of the

Rehabilitation of Offenders Act 1974. This is because of the terms of the (Exceptions) (Amendment) Order 1986. For this reason if you are shortlisted for this post you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application you will be acknowledging that you understand a CRB disclosure check will be made.

Do you have any criminal convictions, (including spent and unspent), cautions, bindovers or prosecutions pending? **YES / NO**

If you answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form.

iii. Relatives and Other Interests

- Are you related to or do you have a personal friendship with a councillor, senior council officer or governor? **YES / NO**
- Do you have or have you had any business and/or financial interests which may conflict with the duties of this post e.g. a previous contractual relationship with the council as a supplier or developer? **YES / NO**

Canvassing of councillors, senior officers or governors in relation to this appointment will disqualify you.

iv. Medical History

- How many days were you absent due to illness in the past two years?
- Please give details of absences of five days or more:

All job offers are subject to the receipt of a satisfactory health check.

v. Driving Details

- If the post requires you to drive, do you hold a current driving licence? **YES/NO**

If **yes** please detail what type (full/provisional/PSV):

- If **yes** what transport do you have access to:

If you have any current driving endorsements, please give details:

Declaration

The city council is a data controller for the purposes of the Data Protection Act 1998 and will comply with the employment practices data protection code. By completing this form and otherwise supplying information to the council you agree that the council may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by the council, for payroll purposes, administration of employee benefits, mobility transfer and promotion purposes, to measure and record progress in the council including training, grievance, capability and disciplinary procedure and warnings,

management of sickness absence and as required or permitted by statute or regulation and generally as necessary under the employment relationship and the council's legitimate activities).

Application forms for unsuccessful candidates are retained by the Human Resources division and will be destroyed 6 months after the appointment date.

Declaration:

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal. I also understand that canvassing of, or failure to disclose a relationship to, a councillor, officer or governor of the council will disqualify my application or if appointed, may lead to disciplinary action and dismissal.

Signed:

Date:

What to do Next?

Please return your application form by the specified closing date **directly to the school you are applying to**

To help us monitor our recruitment and selection processes in relation to our equalities responsibilities, we ask for your co-operation in completing a recruitment equalities monitoring. The information contained within this form will be input onto a computerised database and be used for recruitment and selection purposes only. It is separated from the application form at the time it is received and will not form part of the selection process. Thank you.