

## Employment

### Application Form

(for posts that are exempt from the Rehabilitation of Offenders Act 1974).  
The post you are applying for is **EXEMPT** from the Rehabilitation of Offenders Act (1974). This means that you are required to give details of any 'spent' and 'unspent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

**Please complete the declaration in Section G of this form.**

#### How to fill in this form

- ◆ Read all the information and guidance notes before you complete this application form
- ◆ Type or write neatly in black ink, as this form will be photocopied
- ◆ We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know
- ◆ Do not attach a CV, as it will not be considered
- ◆ Answer all the questions
- ◆ Do not write on the back of pages, if necessary continue on a separate sheet if you do not have enough room for your answers
- ◆ Please return this form to Jane Quilter on email [jquilter@ramsdensbillericay.co.uk](mailto:jquilter@ramsdensbillericay.co.uk)

*If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.*

#### **A Job Applied For**

Post Title:

Post Ref. Number:

Full Name:

## B Personal Information

Title: Ms.  Miss  Mrs.  Mr.  Other:

Surname:

Forenames:

Previous Surname (if applicable):

Known as/preferred name (if different from above)

National Insurance number:

DFEE or GSCC number (if applicable):

Address:   
Post Code:

Telephone No.: Day:  Evening:

E mail address:

May we contact you during the day? Yes  No

Do you require a work permit? Yes  No

Do you have a current driving licence? Yes  No

Date of Birth:

Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including any relevant voluntary or unpaid work. Please include ALL periods of unemployment.

Employers name and address	Dates of employment (with month/year)		Job Title and Salary	Reason for Leaving
	From	To		
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	
			Title: Salary:	

**Please continue on a separate A4 sheet if necessary.**

**D Education and Qualifications**

Please give details of your Education – schools and colleges attended and any qualifications obtained, including membership of any professional bodies.

<b>School/ College (name and address)</b>	<b>Qualifications</b>

**E Training and Development**

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'

<b>Activity</b>	<b>Dates</b>	<b>Qualifications</b>

Please continue on a separate A4 sheet if necessary.

**F Personal Statement**

Please explain how you meet the points on the person specification, and what makes you suitable for this job. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification. This is a very important part of the information you supply to us.

**Please continue on a separate A4 sheet if necessary.**

## G Rehabilitation of Offenders Act (1974)

Please read the guidelines on applying for a post before you complete this section.

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974). You are to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence. Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

If you are successful at interview, a Disclosure will be requested from the Criminal Records Bureau.

It should be noted that a Criminal Record will not necessarily prevent you from being employed by AEP Lambeth.

If you are unsure about any matter, please contact the Headteacher or Business Manager.

### You are required to complete the following declarations:

I am applying for a post which is exempt under the terms of the rehabilitation of Offenders Act 1974 and:

**I have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s), details of which I am sending under separate cover:

If you do have a criminal record, cautions, bind-over orders, reprimands or pending prosecutions, or appear on List 99 or are disqualified from working with children or vulnerable adults, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.

**I do not have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s):

**I do not** appear on List 99 (DCFS list of people barred or restricted from working with children):

**I do not** appear on the POVA list (list of people barred or restricted from working with vulnerable adults):

**I am not** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC):

**Any information given will be kept confidential and will only be considered in relation to the job you are applying for.**

Signed:

Date:

## H References

Please provide the following information for referees covering the last **three years**. One of which should be your current or most recent employer. Please also provide details of ALL organisations involving working with children or establishments providing services for children. If you have not been employed before, please give details of teachers/ lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our ongoing commitment to Safer Recruitment Practices.

Name: Current/ most recent employer

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager  Previous Manager

Other

Name: Preferably another employer

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager  Previous Manager

Other

Please note, references will only be taken up after the interview process has been completed

## Declaration

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Signature:

Date:

**Please Note: This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.**





Name:

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager  Previous Manager   
Other

Name:

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager  Previous Manager   
Other

Name:

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Name:

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager  Previous Manager   
Other

Current Manager  Previous Manager   
Other



# Equalities Monitoring Form

**Your answers will be treated in the strictest confidence. The information you provide will only be used for monitoring purposes and to assist us with improving our recruitment process to ensure we are reaching all sections of the community.**

<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
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<b>ABOUT YOU</b>	What is your ethnic group? Please choose one selection from (a) to (e) and then tick the appropriate box to indicate your cultural background.
(a) White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other. Please specify: _____
(b) Dual Heritage	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other. Please specify: _____
(c) Asian	<input type="checkbox"/> British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other. Please specify: _____
(d) Black	<input type="checkbox"/> British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other. Please specify: _____
(e) Chinese or Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Other. Please specify: _____

<b>ABOUT YOU</b>	Do you consider yourself disabled?		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>ABOUT YOU</b>	Please select your age group				
16 - 19 <input type="checkbox"/>	20 - 29 <input type="checkbox"/>	30 – 39 <input type="checkbox"/>	40 - 49 <input type="checkbox"/>	50 - 59 <input type="checkbox"/>	60 and over <input type="checkbox"/>

<b>ABOUT YOU</b>	How would you describe your sexual orientation? Please tick one box only.		
Heterosexual/straight	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

<b>ABOUT YOU</b>	What is your faith / religion / belief? Please tick one box only.		
Agnostic	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other. Please specify	_____
Hindu	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>