

Private and confidential
JOB APPLICATION FORM
 School Support Staff



**Nottingham
 City Council**

www.nottinghamcity.gov.uk

Vacancy Details

Job Title		Ref		Date received
Closing Date		Grade		

Personal Details

Surname		Forenames	
Address		Telephone (home)	
		Telephone (work)	
Postcode		Mobile	
Email			
Are you a resident of the Nottingham City area? Yes <input type="checkbox"/> No <input type="checkbox"/> (see Guidance Notes)			

Are you currently in any form of regular paid employment/work? Yes No

Present/most recent employment

Name and address of present employer	
Job Title	
Date commenced/left if applicable	
Salary/wage £	
Reason for leaving (if applicable)	
Other financial benefit	
Period of notice	
Brief description of duties:	

THIS FORM SHOULD BE RETURNED IN AN ENVELOPE MARKED 'APPLICATION FORM TO:'

To help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.

IF YOU HAVE HEARD NOTHING WITHIN 2 WEEKS OF THE CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.

Previous employment (most recent first and including any temporary, unpaid or voluntary work experience). **The reason for leaving must be stated in every case.**

From Month/ Year	To Month/ Year	Employer	Job title	Reason for leaving

Education – Proof of qualifications may be required at interview.

Date From	To	Secondary Schools, Colleges, Universities attended – including part time	Qualifications gained or pending – please state subject and level	Grade

Membership of professional bodies - Proof of membership may be required.

Body	Grade of membership	Date

Information in support of your application

Please attach additional sheets to explain how you meet each of the requirements.

You should draw on your knowledge, skills and experience etc gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities etc.

Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets.

Attendance at training courses relevant to this job.

Organising body	Course title	Duration	Date

Referees

Please give the names of two referees. One of your referees must be your present/last employer. If you have not been previously employed then Head Teacher/Lecturers, Employment Advisors etc are acceptable. Please note that is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference. Friends and relatives are not acceptable as referees.

Name and address:	Name and address:
Position:	Position:
Telephone no:	Telephone no:
Email address:	Email address:

Protection of Children: Disclosure of Criminal Background

Nottingham City Council is committed to the protection of all those who use it's services and of it's employees. Where it is necessary to protect children and vulnerable adults the LEA will apply to the Criminal Records Bureau (CRB) for a disclosure, which will give details of a person's criminal record and information held by the Department of Health and the Department for Education and Skills. The LEA will use the CRB to assess an applicants suitability for employment in certain occupations and will comply with the CRB Code of Practice whilst undertaking to treat all applicants fairly.

Rehabilitation of Offenders Act (1974)**This post is not covered by the Rehabilitation of Offenders Act**

You must declare all convictions even those which for any other purpose would be classed as spent (including cautions and reprimands)

Do you have any convictions to declare? Yes No

If yes, please give details of offence(s), dates and sentences

General details

Where did you find out about this vacancy?	
Are you related to a City Councillor or senior officer of Nottingham City Council? If so please state name, position and relationship.	
Please give details of any dates during the next four weeks when you would not be available for interview.	
Please tell us about any requirements that you would like us to consider to ensure we offer you a fair selection process. E.g. wheelchair access, sign language interpreter, additional reading time etc.	

EQUALITY AND DIVERSITY MONITORING

We welcome applications from all sections of the community and it is our policy to recruit purely on the basis of ability. The information you provide in this section will not form any part of the selection decision. Our equality and diversity policy recognises that our workforce should reflect the community it serves. Please answer the following questions to help us monitor how effective our policy is.

Date of birth		Age		Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities? (Please see Guidance Notes for definition of long-term and aids) Yes <input type="checkbox"/> No <input type="checkbox"/>						


My racial/ethnic origin is:

A. White	B. Mixed	C. Asian or Asian British	D. Black or Black British	E. Chinese or Other Racial Group
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Black African <input type="checkbox"/>	Other Racial Group <input type="checkbox"/>
Other White <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>	
	Other Mixed <input type="checkbox"/>	Other Asian <input type="checkbox"/>		

My religion is:

None <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	
Christian <input type="checkbox"/> (including Church of England, Catholic, Protestant and all other Christian Denominations)			

Confidentiality and Disclosure

	You are advised that information given on this form may be checked with appropriate bodies to ensure its accuracy. Information relating to sex, gender, race, religion and disability will be used for monitoring purposes only. If you are successful, it will also be used for managing the employment relationship.
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Declaration

I declare that I have read the Guidance notes and that the information given in this application is true, I have not canvassed (either directly or indirectly) any City Councillor or senior officer of Nottingham City Council and will not do so. I accept that should I not have provided full and accurate information it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me.

Signed:	Date:
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