

# JOB APPLICATION FORM

## Data Protection Statement

The purpose for collecting your personal details on this form is to allow the Council to process your job application effectively. We also need to monitor information about prospective employees so that we can work towards equality for all and meet other legal requirements for employment practices. To assist us with this, we need to collect data on your health, any convictions, asylum status, ethnicity, sexuality and religion. The monitoring form will be separated from your job application at the point of receipt.

Once your application is received the Council will store the details securely and confidentially within the Human Resources Recruitment Team on the HR Database. Access to the information you provide will be a strictly need to know basis and the information will be retained for 1 year for all unsuccessful applicants before being securely disposed of / deleted from our systems. This information will not be shared externally with any other organisations or partners.

***I confirm that the information I provide on this form is true and correct and can be treated as part of any future contract of employment. I understand that if I wilfully provide incomplete or inaccurate information you may withdraw any offer of employment made or, if already employed, I could be liable to dismissal.***

I hereby give consent for my personal information to be processed as described above.

Signed:  Name:  Date:

## POST DETAILS

Post/Job Title:  Post Number:

School/Establishment:

Would you consider part time work or job share? Yes  No

## PERSONAL DETAILS

Title:  Surname:  First Name(s):

Former Names:  Date of Birth:

*(Only required for CRB Posts)*

Home Address:

Post Code:

Home Telephone:  Work Telephone:

Mobile Number:

Email Address:



### Current or most recent employment

Establishment Name:

Address:

Post Code:

Contact Number:  Email Address:

Post Title:  Salary:

Grade/Band:  Pay Point:

Employed From:  Date Left:  Notice Period:

Brief Outline of your duties in this post: (Please use a separate sheet if needed) (if applicable)

Reason for Leaving:

### Previous Employment

Establishment Name:

Address:

Post Code:

Contact Number:  Email Address:

Post Title:  Salary:

Grade/Band:  Pay Point:

Employed From:  Date Left:  Notice Period:

Brief Outline of your duties in this post: (Please use a separate sheet if needed) (if applicable)

Reason for Leaving:

Employers Name & Address	Job Title	Start & End Date	Reason for Leaving

Please explain any gaps in your career that you may have had since leaving school.

*(Please name any institute or Professional Body in full, rather than using initials)*

Please include any qualifications, training and current membership of professional associations that are relevant to the post. Please see the Person Specification and continue on a separate sheet if necessary.

Name & Location of School/College/ Institute/Professional Associations	Subjects, Status & Qualifications Achieved	Level & Grade

**Training, Seminars or Short Courses that are relevant to the post**

Course Title, Name of the Organisation delivering the Event and a Brief Description	Date of Attendance	Duration of Learning Event

## Extra Information

Are you related to a Governor of the establishment to which your Application is being made, or to a Councillor, or Senior Officer of Thurrock Council? Failure to disclose a family relationship may disqualify your employment Application.

Yes  No

Person's Name &  
Relationship to you

Can you provide evidence of your legal right to work in the UK? Yes  No

National Insurance Number:

Do you have a valid Full Driving Licence? Yes  No

For posts where CRB has not been identified as appropriate:

\*Have you been convicted of any criminal offence? please give details (Offence, Date and Sentence) unless the conviction is considered "spent" under the Rehabilitation of Offenders Act 1974 for more information please see the Recruitment Booklet and NOTE below.

Yes  No

For posts where CRB has been identified as appropriate:

\*Due to the nature of the post for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Have you received a caution / been convicted of any criminal offence at anytime?(spent or otherwise)

Yes  No

For posts deemed to be Regulated or Controlled Activity (refer to Person Specification)

Are you registered with the ISA for Vetting and Barring purposes?

If you answered yes, please give your registration number .....

Yes  No

\*Have you at any time been fully or partially debarred or restricted from working with Children, Young People and/or Vulnerable Adults?(see NOTE Below).

Yes  No

**NOTE:** If you have answered yes to any of the above questions marked \* all information should be submitted either in a sealed envelope, marked with your name, post for which you are applying and title of "Disclosure", or by email to [Recruitment@thurrock.gov.uk](mailto:Recruitment@thurrock.gov.uk) giving Disclosure, your name and the post for which you are applying in the Subject box.

I have read and understood The Disclosure of Criminal Convictions, Disclosure Process Document, ISA Guidance and Recruitment Booklet

Yes  No

Are you currently working unsupervised with Children, Young people and/or Vulnerable Adults?

Yes  No

## Holidays

Please give details of any holiday or other commitments, which may affect possible interview and appointment dates:

## Education/Social Work Positions ONLY

General Teaching Council Registration Number:	General Social Care Council Registration Number:	DCSF Number:	Date you obtained this Qualification / Registration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**You will be required to present all original certificates where relevant to the post at interview**

### Current Position

Please indicate whether your current post was: Foundation  Independent   
Local Authority (LA)  Voluntary Aided (VA)   
Ages Taught:  Gender: Boys  Girls  Mixed   
Number on Roll:  Salary spine Points:   
Are you currently receiving TLR, SPA or other points?

### Previous Teaching Experience

Name of School:   
Type of School: Foundation  Independent  Local Authority (LA)  Voluntary Aided (VA)   
Start Date:  End Date:   
Position Held:  Number on Roll:   
Ages Taught:  Subjects:

### References

References will be sought from your current and previous employer, for posts which require a CRB check, references will be requested prior to interviews.

Current position or most recent position  Previous position

Referee's name

Contact Address

Post Code

Contact Number

Email Address

Job Title/Position held

Referee's name

Contact Address

Post Code

Contact Number

Email Address

Job Title/Position held

## Your Supporting Statement

Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the job set out in the Person Specification. Please refer to the guidance "Applying for the Job" in the Recruitment Booklet. (Please continue on a separate sheet if necessary)

# RECRUITMENT MONITORING FORM

Post Title:

Post Number:

School/Establishment/Business

## PERSONAL DETAILS

Surname:

First Name(s):

Date of Birth:

### 1 Gender

Are you: Female

Male

Transgender

### 2 Age

Please select your age group: 16-24

25-34

35-49

50-64

65+

### 3 Ethnicity

#### Asian or Asian British

Bangladeshi

Chinese

Indian

Pakistani

Any other Asian background, please write in

#### Black or Black British

African

Caribbean

Any other Black background, please write in

#### White

British

Irish

European

Other White, please write in

#### Mixed Heritage

Black African & White

Asian & White

Black Caribbean & White

Any other Mixed background, please write in

#### Traveller

Gypsy

Irish Traveller

Romany

Other, please write in

Any other Ethnic background, please write in

## 4. Disability

Do you consider yourself to have a disability?

*The Equality Act 2010 defines a disabled person as a person with '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, please refer to attached guidance.*

Yes  No

If you are disabled, please describe your impairment in the box below

## 5. Sexual Orientation

How would you define your sexual orientation?

Bisexual   
Gay man   
Gay woman/Lesbian   
Heterosexual

## 6. Religion

What is your religion, faith or belief?

No religion   
Buddhist   
Christian   
Hindu   
Judaism   
Muslim   
Sikh

Any other religion, please write in

If you are invited to interview you will need to bring with you evidence of your legal right to live and work in the UK. Your passport, birth Certificate or confirmation of your National Insurance number, are acceptable documents. Should these not be available we will notify you of the appropriate documents.

**Where did you see this post Advertised?**

*Please state the name of the publication or source where you saw this post advertised.*

Please return this form by the closing date shown in the advertisement, to the address below. If you have downloaded this form from the Internet, please return this application to:

Recruitment Team, Thurrock Council, Civic Offices, New Road, Grays, Essex RM17 6SL



# EQUALITY ACT GUIDANCE RELATING TO THE DEFINITION OF DISABILITY

The code defines normal day-to-day activities as:

*Activities which are carried out by most men or most women on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport to a professional standard, or performing a skilled or specialised task at work.*

*However, someone who is affected in a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition.*

*Day to day activities thus include activities such as walking, driving, using public transport, cooking, eating, lifting and carrying every day objects, typing, writing (and taking exams), continence, talking and hearing, reading, taking part in normal social interaction or forming social relationships, nourishing and caring for one's self. They also encompass the activities which are relevant to professional life.*

