

**APPLICATION FOR EMPLOYMENT**

**CURRICULUM VITAE ARE NOT ACCEPTABLE**

Please complete electronically or in black ink.

Please email completed applications to: recruitment@torfaen.gov.uk

N.B. Torfaen County Borough Council provide HR and payroll services to the Education Achievement Service (EAS)

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| **1. Vacancy Details** |
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| **Post applied for:** |       |
|  |
| **Job Reference Number:** |       |
|  |
| **Service Area:**  |       |
|  |
| **Closing date:**  |       |
|  |
| **DBS Disclosure required:** | **YES** |       | **NO** |       | **Standard** |       | **Enhanced** |       |
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| **Do you have a current DBS – If YES, please provide:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Issue:** |       |  | **Reference Number:** |       |
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| **Level of current DBS:** | **Standard** |       | **Enhanced** |       |  |
|  |
| **DBS provided by which organisation:** |       |
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| **2. Personal Details** |
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| **Surname:** |       |  | **Initials:** |       |
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| **Address:** |       |
|  |
| **Postcode:** |       |  |  |  |
|  |
| **Home Telephone Number:** |       | **Home Email:** |       |
|  |
| **Mobile Telephone Number:** |       | **Work Email:** |       |
|  |
| **Work Telephone Number:** |       |  |
|  |
| **May we contact you at work?** | **YES** |       | **NO** |       |  |
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| **3. Present Employment *(if you are presently unemployed please leave blank)*** |
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| **Employer’s Name:** |       |
|  |
| **Address:** |       |
|  |
|  |       |
|  |
| **Postcode:** |       |  | **Telephone Number:** |       |
|  |
| **Position Held:** |       |  | **Department:** |       |
|  |
| **Present Grade:** |       |  | **Present Salary:** |       |
|  |  |  |  |  |
| **Date Started:** |       |  | **Notice Period:** |       |
|  |
| **Brief outline of duties:** |
|       |

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| **4. References** |
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| **External Applicants**: Please give the names of **two** referees who have agreed to provide a reference on your behalf. One reference must be provided by your current or most recent employer within the last three years. If you have recently left school or college one reference should be provided by a teacher or lecturer. **Internal Applicants:** One reference will be taken up. Please give below the name of your current Manager who will be asked to provide a work reference. However, if you have been in your current post for less than 1 year a second reference will also be taken up from your previous Manager.Referees are only contacted if candidates are invited to attend for interview. Please note that family members, personal friends or neighbours will not be accepted as a referee. |
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| **Referee 1****External Candidates:** (Details of present employer)**Internal Candidates:** (Details of current manager) |
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| Name of Referee: |       |
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| Job Title: |       |
|  |
| Name of Company: |       |
|  |
| Address: |       |
|  |
|  |       |
|  |
| Telephone Number: |       |
|  |
| Email Address: |       |
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| **Referee 2****External Candidates:** (Details of most recent previous employer within the last 3 years)**Internal Candidates:** (Details of previous manager if in current post for less than 1 year) |
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| Name of Referee: |       |
|  |
| Job Title: |       |
|  |
| Name of Company: |       |
|  |
| Address: |       |
|  |
|  |       |
|  |
| Telephone Number: |       |
|  |
| Email Address: |       |
|  |
| May we contact these referees without asking you? | **YES** |       | **NO** |       |
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| We will not confirm an offer of appointment until we have received satisfactory references. |

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| **5. Educational Qualifications** |
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| Please give details of secondary, further and higher education qualifications achieved. Start with the most recent. Please include institute details e.g. college, etc. |
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| **Date** | **Qualification gained or pending.****Please state subject (e.g. NVQ Level 1) and awarding institution or body.** | **Grade Obtained** |
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| **6. Training** |
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| Please list below relevant job related training you have undertaken, and/ or any professional qualifications achieved. |
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| **Date** | **Course Title** | **Organiser** |
|       |       |       |

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| **7. Membership of Professional Bodies/ Professional Registrations** **(Please state whether by election, exemption or examination)** |
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| **Date** | **Professional Body** | **Number** | **Grade / Level** |
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| **8. Previous Employment** |
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| Please list **ALL** of your previous jobs including any with your present employer. Include **ALL** local government related service. Start with the most recent. |
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| **Job Title:** |       |  | **Date Started:** |       |
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| **Employers Name:** |       |  | **Date Left:** |       |
|  |
| **Employers Address:** |       |
|  |
|       |  | **Postcode:** |       |
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| **Brief outline of duties:** |  |
|       |
|  |
| **Reason for leaving:** |  |
|       |
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|  |
| **Job Title:** |       |  | **Date Started:** |       |
|  |
| **Employers Name:** |       |  | **Date Left:** |       |
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| **Employers Address:** |       |
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|       |  | **Postcode:** |       |
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| **Brief outline of duties:** |  |
|       |
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| **Reason for leaving:** |  |
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| **Job Title:** |       |  | **Date Started:** |       |
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| **Employers Name:** |       |  | **Date Left:** |       |
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| **Employers Address:** |       |
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|       |  | **Postcode:** |       |
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| **Brief outline of duties:** |  |
|       |
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| **Reason for leaving:** |  |
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| **Job Title:** |       |  | **Date Started:** |       |
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| **Employers Name:** |       |  | **Date Left:** |       |
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| **Employers Address:** |       |
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|       |  | **Postcode:** |       |
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| **Brief outline of duties:** |  |
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| **Reason for leaving:** |  |
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| **9. Driving Licence** |
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| Do you hold a current driving licence valid for use in the UK? | **YES** |       | **NO** |       |
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| If you hold a non-UK licence, please specify county of issue: |       |
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| Do you have sole use of a vehicle for work purposes?

|  |  |  |  |  |  |
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| **YES** |       | **NO** |       | **NOT REQUIRED** |       |

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| Please state the type of licence you hold:

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| **FULL** |       | **PROVISIONAL** |       | **HGV** |       | **OTHER** |       |  |

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| Do you have any current endorsements? | **YES** |       | **NO** |       |
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| If YES, please give details: |  |
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| **10. Relationship to Council Members and Employees** |
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| Please give the details of any Elected Member in the region or employee of the EAS to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. Canvassing of any Elected Member or Senior Officer will disqualify a candidate from appointment. |
|  |
| **Name of Councillor/ Employee:** |  | **Relationship:** |
|       |  |       |
|  |
| **Name of Councillor/ Employee:** |  | **Relationship:** |
|       |  |       |
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| **11. Further Details** |
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| Please give any information which you think will help us consider your application, including details of your present or most recent job or other relevant experience, and any specialised knowledge you have. Include your leisure interests and hobbies. You should try to relate your information to the job description and person specification for the post you are applying for. If you wish to use separate sheets then please attach them to this page. Please note that CV’s will not be accepted. |
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|       |
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| Continue on a separate sheet if necessary. Please indicate how many additional sheets have been enclosed with your application to ensure that no pages are lost. |       |
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| **12. Criminal Convictions/Cautions/Disqualified Persons/Investigations** |
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| **You only need to complete this section if the post you are applying for requires a Standard or Enhanced Disclosure and Barring Service check as indicated on the advert/ job description.**  |
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| The EAS regards as paramount the welfare and safety of vulnerable adults and children. Whilst criminal convictions are not necessarily a bar this safety consideration will be priority when undertaking decisions regarding the employment of staff.If the post for which you are applying requires a Disclosure and Barring Service check this post will be exempt under the Rehabilitation of Offenders Act 1974. It is within this context, and the following guidelines, that all decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the Barred List.Please note that the DBS remove old and minor offences from the criminal record certificates. For those over 18 at the time of the offence the adult conviction will be removed if 11 years have elapsed since the date of the conviction and it was the only offence and it did not result in a custodial sentence. An adult conviction will be removed after 6 years have elapsed since the date of the caution. For those under 18 at the time of the offence the same rules apply except the elapsed time period is 5 ½ years for a conviction and 2 years for a caution.All applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.  |
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| 1. Have you ever pleaded guilty, been convicted or cautioned by a police officer for any criminal offences?

Please note that an old or minor offence as detailed above does not need to be declared.  |
|  | **YES** |       | **NO** |       |  |  |
|  |
| 1. Has your name been added to the Barred List?
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|  | **YES** |       | **NO** |       |  |  |
|  |
| 1. Have you ever been subject to or party to any proceedings or investigation involving any Social Services authority or equivalent, here or abroad, or have had children or vulnerable adults removed from your care?
 |
|  | **YES** |       | **NO** |       |  |  |
|  |
| 1. Have you ever been refused registration or cancelled from an official register of Child Minders / Day Care Providers / Private Fostering / Registered Care Home / Children’s Home?
 |
|  | **YES** |       | **NO** |       |  |  |
|  |
| If the answer is **YES** to any of the questions above, please give brief details: |
|       |
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| Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment.  I understand and agree that if, for whatever reason my application is either refused or withdrawn but information is revealed which leads the EAS, supported by Torfaen County Borough Council, to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period. I understand that the EAS/ Torfaen County Borough Council will not reveal this information to any other organisation or individual outside of the EAS/ Torfaen County Borough Council unless it is asked a direct question about me or circumstances suggest that the protection of a child/children or vulnerable adult(s) required immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and invited to comment.I hereby give consent to the EAS and Torfaen Count Borough Council completing such checks as are necessary with records held by the EAS/ Local Authority and/or other agencies in order to verify the information provided above. |
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| **Signed:** |       |  | **Dated:** |       |
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| **13. Equal Opportunities Statement** |
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| The EAS is committed to achieving equality as an employer and in all aspects of our business. The EAS will ensure that the schools and communities we serve, and current and potential members of staff have equality of opportunity to access all our services and opportunities. The EAS will seek to ensure that no one receives less favourable treatment on the grounds of age; disability, gender reassignment; race (including ethnic or national origin, colour or nationality), pregnancy and maternity, sex, religion or belief, sexual orientation, marriage and civil partnership, or any other improper grounds, by any requirements or regulations which cannot be fully and legally justified.   |
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| **14. Data Protection**  |
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| The information and/ or data you have provided on this form will be processed in accordance with our privacy notice related to applicant data which is available on the EAS website [www.sewaleseas.org.uk/vacancies] or by request to business.support@sewaleseas.org.uk. The Notice contains information about what we do with your personal information, how long we keep your personal information and what your rights are in relation to your personal data. It also contains other information and we invite you to take the time to read it.  |
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| **15. Equality Act 2010** |
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| The EAS may be required to publish specific equalities data relating to employment. The information you have provided on this application form may be used to enable the EAS and Torfaen County Borough Council to meet these obligations. Applicants will not be identified, and data would only be published when the anonymity of job applicants can be guaranteed.  |
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| **16. Welsh Language** |
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| Are you a Welsh speaker? |
|  | **YES** |       | **NO** |       |  |
|  |
| Do you wish to use the Welsh Language at interview or at any other method of assessment? (If required we will provide a simultaneous translation service from Welsh to English.) |
|  | **YES** |       | **NO** |       |  |
|  |
| Do you require further correspondence to be issued in Welsh? |
|  | **YES** |       | **NO** |       |  |
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| **17. The Recruitment Process – what will happen next?** |
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| If you have not been contacted within 4 weeks of the closing date, please consider that your application has been unsuccessful. **Whatever the outcome of your application, thank you for showing an interest in working with the EAS**. |
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| **18. Your Application** |
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|  |
| I certify that the details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to questions on this form, or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.  |
|  |
| **Signed:** |       |  | **Dated:** |       |
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