

##### APPLICATION FOR EMPLOYMENT WITH BRYMORE

Before completing, please ensure you have read the guidance notes in the application pack.

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| --- | --- |
| Please return this form to address given in Advertisement or Application Pack | |
| Application for the Post of |  |
| Directorate/ Service | Brymore |
| Job Reference Number |  |
| Closing Date |  |
| How did you hear about this job? (Name of publication if advertised) |  |

**PART A: PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

|  |  |
| --- | --- |
| Family Name / Surname |  |
| Previous Name(s) |  |
| Forename(s) |  |
| Known Name:  (If different from Forename) |  |
| Preferred Title  (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current Address  (Please include Postcode) |  |
| National Insurance Number |  |
| Preferred Contact Telephone Number |  |
| Alternative Telephone Number  (If available) |  |
| Email Address  (If preferred method of communication & in regular use) |  |
| Date of Birth  (See note\* below) |  |
| \*Date of birth need only be disclosed if the post involves working with children or vulnerable adults. Please see notes in “our recruitment process” for further information. | |

**PART B: PRESENT (OR MOST RECENT) EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address  of Employer |  | | |
| Job Title |  | | |
| Start Date |  | Notice required  Or date left |  |
| Salary |  | If part-time, please give hours per week |  |
| Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving: | | | |
| Please explain why you are applying for this post at this time: | | | |

**PART C: EMPLOYMENT HISTORY (MOST RECENT FIRST)**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give as much relevant information as possible. For posts working with children and vulnerable adults, you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer. | | | |
| Name & Address of Employer | Dates  From/To  (MM/YY) | Job Role | Final Salary and Reason for Leaving |
|  |  |  |  |

**PART D: ACADEMIC, PROFESSIONAL AND VOCATIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Exams Passed (Level)  Qualifications & Memberships  (Most Recent First) | Grade and  Date  Achieved\* | Name of Educational Establishment and/or Professional or Awarding Body |
|  |  |  |

**\***For posts working with children/vulnerable adults you must provide all dates.

**PART E: OTHER TRAINING**

|  |  |  |
| --- | --- | --- |
| Please give details of relevant training/development activities. | | |
| Training Course and Organiser or Development Activity | Time spent | Outcome - Grade Achieved  (Where applicable) |
|  |  |  |

**PART F: PERSONAL STATEMENT**

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| --- |
| **Key Competencies, Knowledge and Skills**:  Please provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples |
|  |
| **Personal Attributes:**  Please describe ways in which you demonstrate the personal attributes for the job. |
|  |

**PART G: SUPPLEMENTARY INFORMATION**

|  |
| --- |
| **Personal Transport:** For posts which involve travel away from normal place of work: |
| Are you willing and able to travel to meet the requirements of the post? Yes  No |
| Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel: |
| **Positive About Disability:** We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. |
| Do you consider yourself to have a disability? Yes  No |
| If “yes” and you are offered an interview, would you welcome a pre interview discussion to identify any particular needs that you may have? Yes  No |
| **Disclosure of Criminal Offences:** The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’. |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’: |
| If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any ‘spent’ convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council: |

**PART H: REFERENCES AND DECLARATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **References:** Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be a manager representing your current or most recent employer. References will not be accepted from relations or people who know you solely as a friend. For posts working with children, **all** references will be requested before interview. For other vacancies, if you do not wish your current employer to be contacted prior to interview please tick the box below\*. | | | | |
| **If you are applying for a post working with children or vulnerable adults**  Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between. | | | | |
| **Name of first referee \*** | |  | | |
| Job Title of Referee | |  | | |
| Name of organisation | |  | | |
| Dates of Employment | | From:     /      To:      / | | |
| Address (Including Postcode) | |  | | |
| Email address if available | |  | | |
| Daytime telephone number | |  | | |
| Relationship to you  (eg supervisor, tutor) | |  | | |
| **Name of second referee** | |  | | |
| Job Title of Referee | |  | | |
| Name of organisation | |  | | |
| Address (Including Postcode) | |  | | |
| Dates of Employment | | From:     /      To:      / | | |
| Email address if available | |  | | |
| Daytime telephone number | |  | | |
| Relationship to you | |  | | |
| **Declaration of Interest:** Please note that canvassing support of Members or Senior Officers of Somerset County Council can lead to disqualification of your application. | | | | |
| Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with any Elected Member or Senior Officer of Somerset County Council? Yes  No | | | | |
| If yes, give name: |  | | | |
| Position: |  | | Relationship: |  |
| Declaration | | | | |
| * I confirm that I am entitled to live and work in the United Kingdom. * I am willing for this data to be held and processed by Brymore School and to be verified with relevant third parties. This may include previous employers. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.   Signed:      Date:  If you apply online and are shortlisted, you will be asked to sign your application at interview. | | | | |

# Confidential

## Equal Opportunities-Recruitment Monitoring

**This form will be kept separate from your application form. It is not referred to during the selection process.**

Somerset County Council values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making Somerset County Council ***a great place to work***

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the Recruitment Administrator, the address of which is detailed in the Recruitment Information Pack.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

*Please tick*✔*the appropriate box*

|  |  |  |
| --- | --- | --- |
| **Name:** | **Job Ref:** | |
| **Are you?** Male  Female | | |
| **What is your date of birth (dd/mm/yy)?**       /       /**To which of these groups do you consider you belong to?****White**  **Asian or Asian British** British  Other  Indian  Bangladeshi  Irish  Pakistani  Other **Mixed Black or Black British**   White & Black  White & Asian  African  Caribbean  Caribbean  White & Black African  Other  Other **Other Background** Chinese  Gypsy  Other  If you have ticked other to any of the above, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Do you consider that you have a disability?** Yes  No  N.B. Under the Disability Discrimination Act 1995, a person with a disability is  defined as having ‘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’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.  It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia arthritis, diabetes, asthma, epilepsy or you are partially sighted.  **If yes, please indicate the nature of your disability.**  Physical Impairment  Mental Impairment  Other    Mobility Impairment  Visual Impairment  More than one  Impairment  Hearing Impairment  Learning Disability | | |
| **Are currently employed by SCC?** Yes  No  **If yes, please answer the two questions below in respect of your main contract.**  **If SCC does not currently employ you, there are no further questions for you to complete.**  **Is your main contract (tick one box only):**  Permanent?  Fixed term?  Casual/Relief/Supply?    **Which Directorate do you currently work in?**  Chief Executive’s Office  Community  Resources (including  Fire & Rescue    Somerset Staffing)  Children & Young  Children & Young  People (Non School) People (Schools)  Environment (excluding  Fire & Rescue)  **Is the position you are applying for a promotion / grade increase?**  Yes  No | |
| **Thank you for your co-operation. Please return the completed questionnaire with your application form.** | |