



BUCKINGHAMSHIRE COUNCIL APPLICATION FORM

PLEASE COMPLETE USING BLACK INK OR TYPE

APPLICATION FOR THE POST OF:	
SERVICE:	JOB REF. NO: (where available)
SURNAME:	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
	HOME:
POSTCODE:	WORK: May we contact you at work? Yes/No
E-MAIL ADDRESS:	MOBILE:
	NATIONAL INSURANCE NUMBER:

Employment History

PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer:	Job title and summary of main duties:
Nature of business:	Are you still currently employed by this organisation?:
Date of appointment: dd/mm/yyyy	Salary Scale and Current Salary:
Reasons for leaving (if applicable):	Notice required:

PREVIOUS EMPLOYMENT				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

Qualifications and training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a consecutive five year period. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

<p>1st Referee If this is your current employer please confirm that we can contact before interview. Yes/No</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>E-mail address: _____</p> <p>Tel: _____</p> <p>In what capacity does the above know you?</p>	<p>2nd Referee.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>E-mail address: _____</p> <p>Tel: _____</p> <p>In what capacity does the above know you?</p>
---	---

Achievements, personal qualities and skills

Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

Additional Information

1. To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process.	Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? If so, please give details:	Yes/No
3. Do you hold a full current driving licence?	Yes/No
4. Are you able to travel to different locations across the County?	Yes/No
5. Have you ever been subject to any disciplinary action by your employer or professional body? If yes, please give details	Yes/No
6. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor? If yes, please state name of person and relationship:	Yes/No
7. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:	
8. Where did you see the advertisement for this post? Please circle or delete as appropriate: BC job website - BC social media - TES - School website - Careers fair - other website	

Criminal information – Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The Council has a Policy on the Recruitment of Ex Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

If the post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Please refer to the role profile to check whether this requirement applies for the post you are applying for.

If the post you are applying for brings you into contact with children, young people or vulnerable adults or for certain positions within the legal and financial fields you may be required to undergo a DBS Standard, Enhanced or Enhanced (including Barred List) Check before taking up your role. Those Checks will include details of convictions, cautions, reprimands and warnings which you may have received, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know immediately of any changes in your circumstances which will have an impact on your criminal record.

Please refer to the role profile to confirm the level of DBS Check that may be required to be undertaken as part of the application and selection process and please answer the question below on that basis.

Standard / Enhanced DBS Checks required for the post:

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **Yes** **No**

If you have answered yes: Please provide details of your criminal record in the space below.

The following declarations are only required if the post you are applying is deemed to be Regulated Activity for working with either children and /or adults. (If you are in doubt about this requirement, please refer to the role profile.)

Declaration for applicants into Regulated Activity with Children and Young People:

Have you been barred from working with children by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation ? **Yes** **No**

Declaration for applicants into Regulated Activity with Adults:

Have you been barred from working with adults by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation? **Yes** **No**

Failure to disclose any of the above information which is relevant or required could result in disciplinary action (including dismissal) by the Council.

Signed:

Date:

Declaration

I agree that any offer of employment with Buckinghamshire Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Buckinghamshire Council will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-BC employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This authority 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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Policy](#).

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Council.

Signed:

Date: / /

Applications should be sent directly to the recruiting school, unless otherwise stated in the advert. You can find the appropriate email/postal address under the relevant entry in the Buckinghamshire Council Schools Directory on <https://services.buckscc.gov.uk/school-admissions/schools>

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the recruitment monitoring form. Application form updated March 2020

Recruitment Monitoring

Buckinghamshire Council is committed to equality of opportunity for all.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Job reference no:

Full name:

I identify my gender as (please select as appropriate)

Male/Female/Trans

Date of birth: dd/mm/yyyy

Do you consider yourself to have a long term disability, or physical or mental impairment? Yes/No/Not answered

If yes, please specify details?

We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme? Yes/No

If you are currently employed by Buckinghamshire Council, please indicate that you are an internal applicant. Otherwise please choose external.

Internal/External

Please complete the reverse of this section

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
No religion
Other
Prefer not to say

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

White British
White Irish
White Other
White and Black Caribbean
White and Black African
White and Asian
Gypsy or Irish Traveller
Mixed Other
Indian
Pakistani
Bangladeshi
Asian Other
Black Caribbean
Black African
Black Other
Chinese
Chinese Other
Other Ethnic Group
Prefer not to say