



Confidential

SUPPORT STAFF APPLICATION FORM (including CASUAL)

Please read first

Please complete in clearly in black ink.

Continue on separate sheet where necessary. If you require assistance filling in this form please contact the School.

CVs will not be accepted.

Please refer to the guidance notes and the person specification before completing this form.

Where did you see this job advertised? (please be specific)

Job applied for:

Job reference:

Based at:

Closing date:

Grade:

Personal details *(To assist with identification and vetting requirements)*

First name(s)

Last name:

Address:

Title:

Daytime tel. no. (inc. STD code):

Evening tel. no. (inc. STD code):

Email address:

Postcode:

National Insurance No:

Date of Birth:

Eligibility to work in the UK *(Please refer to guidance notes)*

Are you a National of a Country outside of the EEA or Switzerland?

Yes

No

Are you from Romania or Bulgaria?

Yes

No

Present/most recent employment

Name and address of employer:

Job/title:

Grade:

Date from/to:

Salary/Other benefits:

Major duties/responsibilities:

Reason for seeking new position/leaving:

Period of notice/date available to start:

Local Government Start Date (if known):

Education and training (Proof of qualifications will be required at interview)

Name and address of institution:	Courses taken/subjects:	Dates (from - to):	Full/part-time:	Qualifications /grade:
		mm/yyyy to mm/yyyy		
		mm/yyyy to mm/yyyy		
		mm/yyyy to mm/yyyy		
		mm/yyyy to mm/yyyy		
		mm/yyyy to mm/yyyy		
		mm/yyyy to mm/yyyy		

Relevant experience

In support of your application please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. **Please demonstrate clearly how you meet the requirements in the job description/person specification.**

Additional information

Dates when you are unavailable for interview (e.g. holidays):

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your North Somerset Council employment?* Yes No
(If yes, please give details)

References

Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post.

Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.

References for shortlisted candidates will be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.

Please ensure you ask permission from your proposed referees prior to naming them.

(i) Current/most recent employer

Name:

Address:

Tel. no:

Work email address:

Relationship:

How long have they known you?

(ii) Other employer or alternative referee where not available

Name:

Address:

Tel. no:

Work email address:

Relationship:

How long have they known you?

Disability Discrimination Act 1995, Amendment 2005

North Somerset Council welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she 'has 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.

Do you have a disability? Yes No

Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process please contact the School.

Sickness absence

Please state the number of days and the reason(s) you have been absent from work due to sickness, not relating to a disability, during the last 2 years:

Declaration by Applicant

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to two satisfactory references, medical assessment and criminal record checks (enhanced CRB and Independent Safeguarding Authority checks). Any misleading statement or deliberate omission may disqualify my application and lead to instant dismissal.

I consent to the necessary enquiries and checks being undertaken by the School/Council in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for.

I confirm I will complete a pre-employment medical assessment accurately and fully.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the School/Council during the course of my engagement and for a reasonable time after this ends (pursuant to the Data Protection Act 1998).

I acknowledge that all positions working within Schools are exempt from the Rehabilitation of Offenders Act 1974 and I am required to disclose details of any criminal convictions, cautions and bind-overs.

I confirm I have no objections to the School/Council making an application to the Criminal Records Bureau for information about any previous criminal record, which I may or may not have and I confirm that I will sign the necessary application form giving an authority to make this search (*pursuant to the Police Act 1997*) and prior to this self-disclose any convictions on the relevant self disclosure form. If I am selected for interview, I will provide proof of identification to fulfil the requirements of the Criminal Records Bureau check.

I declare that I am not disqualified from working with children and/or vulnerable adults (*pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and the Care Standards Act 2000 and the Safeguarding and Vulnerable Groups Act 2006*).

All applicants, please sign (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview).

Signature:

Date:

Please return your application form to the contact / address indicated in the advertisement / application pack by the closing date stated.

Monitoring for equal opportunities

To help us make sure we are recruiting fairly we would be grateful if you would share the following personal information with us.

North Somerset Council is committed to being an employer of choice by a wide and diverse range of people. We are working to eliminate discrimination, promote equality and to recruit and retain a suitably skilled workforce.

In order to realise this commitment we must have accurate information about the people who apply for jobs. The information we collect will be kept confidential and will only be used to review our employment practices.

Thank you for your cooperation.

Job title and reference number (as advertised)

Female/Male

Date of birth dd/mm/yyyy

Ethnic origin

I would describe my ethnic origin as:
(please tick one box only, see notes overleaf)

White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other White <input type="checkbox"/>	
Mixed	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Other mixed <input type="checkbox"/>
Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Asian <input type="checkbox"/>
Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other Black <input type="checkbox"/>	
Chinese or other ethnic group	Chinese <input type="checkbox"/>	other ethnic group <input type="checkbox"/>		

Other ethnic group (please supply details):

Do you consider yourself to have a disability? (please see note overleaf)

Yes No

Are you already employed by North Somerset Council and applying for a change of job?

Yes No

Notes of guidance

Ethnic origin

The form lists a number of ethnic groups. You should put a tick against the one you feel you belong to. If the group you belong to is not listed, tick 'other' and provide details in the space provided.

Disability

Defining a disabled person: A person has a disability if he or she has 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. People who have had a disability within this definition are protected from discrimination even if they have since recovered.

Impairment: this includes physical, mental impairments and sensory impairments, such as those affecting sight or hearing.

The term 'mental impairment' is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

Substantial adverse effect: is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

Long-term effect of an impairment is one:

- which has lasted at least 12 months, or
- where the total period for which it lasts is likely to be at least 12 months, or
- which is likely to last for the rest of the life of the person affected.

Normal day-to-day activities: are those activities which are carried out by most people 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.

The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories listed:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight (excluding people who wear spectacles)
- memory or ability to concentrate, learn or understand, or
- perception of the risk of physical danger.

Severe disfigurement: is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Progressive illness: anyone who has HIV infection, cancer or multiple sclerosis is automatically treated as disabled under the Act.

We welcome applications from disabled people who are currently under-represented in our work force.

Guidance notes for completing your application form



The following information is designed to assist you in your application for this job.

Please read carefully.

The application form and short listing procedure

Applications should be typewritten or completed legibly in black ink to allow for photocopying. **Please do not send in your C.V.** In the interests of fairness, all applications must be made on the Council's official application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

Job description and person specification

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list the criteria in two ways:

Essential (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and

Desirable (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

Equality of opportunity for people with disabilities

The council is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all jobs within schools that will involve contact with children. All such positions within Schools will be subject to an enhanced-level Criminal Records Bureau (CRB) disclosure check.

Completing your application form

Job title and reference number

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

Employment history

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

Education and training

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

Relevant experience

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

References

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is council policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

Asylum & Immigration Act 1996

Preventing Illegal Working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment and it is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

If you are successful in your job application, as a potential employee you will be asked to provide:-

one of the **original** documents listed in List 1 attached;

OR

two of the **original** documents listed in List 2 overleaf.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file.

All job applicants will be treated in the same way and will be required to produce the relevant documentation before any job offer is confirmed. Failure to produce the required documentation will result in the job offer being withdrawn.

European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria*	Hungary*#	Norway
Belgium*	Iceland	Poland*#
Bulgaria*#	Ireland*	Portugal*
Cyprus*	Italy*	Romania*#
Czech Republic*#	Latvia*#	Slovakia*#
Demark*	Liechtenstein	Slovenia*#
Estonia*#	Lithuania*#	Spain*
Finland*	Luxembourg*	Sweden*
France*	Malta*	United Kingdom*
Germany*	Netherlands*	
Greece*		

* Those marked are also members of the European Union.

Those marked are free to come and work in the UK but will need to register with the Home Office's Workers Registration Scheme; a copy of your registration certificate will be retained by us.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

LIST 1 – Documents to provide

Any **one** of the **original** documents listed below must be provided:-

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

If you provide one of the documents above there is no need to provide any documents from List 2.

LIST 2 – Documents to provide

First Combination

A document giving a permanent National Insurance Number and name (i.e. P45/P60, National Insurance card or a letter from a Government agency).

The above document **plus** one of the following:-

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom and this allows them to do the type of work you are offering; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom and this allows them to do the type of work you are offering.

Second Combination

A work permit or other approval to take employment that has been issued by Work Permits UK.

The above document **plus** one of the following:-

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
 - A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.
-