

Job Application – CRB Post

Please read the Guidance for Applicants before completing this form. All sections must be completed using black ink or type. Your application will be considered only if you complete all the relevant sections of this form. If you need more space please attach a separate sheet(s). Please write the job reference and job title on each additional sheet.

EQUAL OPPORTUNITIES STATEMENT

Middlesbrough Council will afford equal opportunity in all aspects of employment, irrespective of disability, gender, race, religion or belief, age, sexual orientation, marital or civil partnership status.

DECLARATION

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis. I understand that trying to influence Elected Members, employees, or Heads/Governors of educational establishments, in connection with this application, will disqualify me. I understand that in line with legislation, if the job for which I am applying will have access to children or vulnerable adults or is a designated job within the meaning of Criminal Records Bureau (CRB) legislation, I agree to being checked by the CRB to disclose any criminal record I have. I understand that in line with legislation I will be required to provide evidence of my eligibility to work in the UK.

JOB TITLE:

REF NO:

DEPARTMENT/SERVICE:

PERSONAL

Please complete in BLOCK CAPITALS.

Title: Surname/Family Name:

Please give any previous names (including surnames) by which you have been known:

First Name: Middle Name(s):

Address:

.....

.....

Postcode: Telephone (Daytime):

Telephone (Evening): Telephone (Mobile):

May we contact you at work? Yes / No E-Mail Address:

Please tick this box to confirm you are happy for us to communicate with you using this email address: ☐

If not, please provide an alternative email address:

National Insurance Number: Do you want to work full-time only? Yes / No

Would you like us to consider you for other working patterns, for example, job share, part-time, working in term-time only and so on? Yes / No

If yes, please specify:

CURRENT OR LAST EMPLOYER

If you are applying for this job with no previous experience, please put "n/a" in this part of the application form.

Employer's Name: Job Title:

Address:
.....
.....

Postcode: Date Appointed: Salary:

Notice Period: Date Left: Reason for Leaving:

Brief description of duties and responsibilities:

EMPLOYMENT HISTORY

If you are applying for this job with no previous experience, please put "n/a" in this part of the application form.

Name and address of employer(s) (Show latest employment first)	Position held and brief description of duties	Dates		Reason for leaving
		From	To	

EDUCATION

Place you studied at	Date		Qualification/Subject	Level	Grade	Date achieved
	From	To				

HIGHER EDUCATION

College/University attended	Date		Qualification/Subject	Level	Grade	Date achieved
	From	To				

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please list any professional organisations of which you are a member which are relevant to the job for which you are applying.

Professional Organisation	Status/Level of membership

If you are applying for a teaching job, tell us your DCSF Reference Number. Please confirm you are qualified to teach in England and Wales and whether you are registered with the General Teaching Council. If you are applying for a job as a Social Worker, tell us your GSCC Reference Number.

Department of Children, Schools and Families (DCSF) Reference Number:	General Social Care Council Number:

CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER TRAINING COURSES

Please give details of how you have kept your skills up to date and any other courses/qualifications or continuing professional development undertaken relevant to the role for which you are applying.

SKILLS, KNOWLEDGE AND EXPERIENCE

Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to this job. Remember to include any experience you have gained in community or voluntary work as well as employment.

It is important to complete this section. Simply referring to a curriculum vitae is not acceptable.

OTHER DETAILS

The Council has a policy of guaranteeing interviews for people with disabilities who meet all the essential criteria in the person specification for the job.

Do you consider yourself to have a disability under the Disability Discrimination Act (1995)? Yes / No

Do you require any reasonable adjustments to help you demonstrate your full potential in the recruitment process? If so, please give details:

.....
.....

Do you have a relationship with a Councillor or Senior Officer (or, if you are applying to a school, any school governor) within this authority? Yes / No

NOTE: Please note canvassing of Members and Officers of the Council directly or indirectly in connection with this application will disqualify you.

If YES, please state the person’s name, position/job title and relationship:

Do you hold a UK Driving Licence? Yes / No If Yes, please specify the type (full, HGV, etc.):

As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK:

Are you eligible to work in the UK? Yes / No

Do you receive an occupational pension from the Local Government Pension Scheme? Yes / No

REFERENCES

Please provide two references, one of which should be from your present or most recent employer. As this post requires a CRB disclosure **we will take up these references before we interview you**. If you do not provide full contact details, including contact telephone numbers, for your referees, this may delay the recruitment/appointment process. If you have not worked previously, please name someone as a referee who has known you for at least two years but is not a relative.

Reference 1:

Name: Job Title: Organisation:

Address:
.....
.....

Postcode: E-mail:

Telephone: Fax number: Relationship to you:

Reference 2:

Name: Job Title: Organisation:

Address:
.....
.....

Postcode: E-mail:

Telephone: Fax number: Relationship to you:

REHABILITATION OF OFFENDERS ACT – DISCLOSURE OF PREVIOUS CONVICTIONS

Before completing this section please read the Guidance for Applicants which includes information on the Rehabilitation of Offenders Act and the Council's Safeguarding and CRB Policy.

As an Equal Opportunities employer Middlesbrough Council will not unfairly discriminate against you if you declare that you have a criminal record. Criminal records are only taken into account when the conviction may be relevant to the job for which you are applying.

This post is exempt from the Rehabilitation of Offenders Act 1974, so you **must** tell us about any convictions you may have, even if they are considered to be 'spent' under this Act.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not necessarily affect your chances for a post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when you committed the offence, and any other relevant factors, including the Council's Safeguarding and CRB policy and procedures.

Do you have any spent/unspent convictions?

Yes / No

If **YES**, please give the details of the offence, date of conviction, judgement/sentence and any other relevant factors in the section provided at the end of this form. This page should be detached from your application form and placed in a sealed envelope marked 'private and confidential' for the attention of the chair of the recruitment panel.

Please return this application form to:

Whinney Banks Primary School, Fakenham Avenue, Middlesbrough, TS5 4QQ

Data Protection Statement:

The information you give on this form and the equal opportunities monitoring form will be used for recruitment monitoring purposes. If you are appointed to the job your name and address will be given to the recognised trade unions, who may contact you with membership information. Please tick this box if you **do not** want your information to be passed to the trade unions.

☐

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis.

Signed: Date:

DISCLOSURE OF PREVIOUS CONVICTIONS

Before completing this section please read the Guidance for Applicants which includes information on the Rehabilitation of Offenders Act and the Council’s Safeguarding and CRB Policy.

Details of Offence	Date of Conviction	Sentence/Judgement

IMPORTANT:
This page should be detached from your application form and placed in a sealed envelope marked ‘Private and Confidential’ and ‘For the attention of: Chair of the Recruitment Panel’.