



BEDFORD BOROUGH COUNCIL

# Application for Employment

## Jobs working with Children and Vulnerable Adults

Bedford Borough Council is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.

*Please read the application form guidelines before you complete this form.*

SECTION A	Job Details	
Job applied for:		
Location:		
Job Reference Number:		

SECTION B	Personal Information		
Surname:			
First Name:			
What title do you use? (For e.g. Mr/Mrs/Miss/Ms/Dr):			
Address (including post code):			
How may we contact you quickly:	Daytime	Evening	
Telephone Number:			
Mobile Number:			
Email Address: This address may be used to contact you during the recruitment process.			

SECTION C	Current or most recent Employment/Voluntary Work		
Name and address of organisation:	Job held:	Current Salary/Pay Rate:	
	Date of appointment:	Length of notice:	
Brief summary of duties and responsibilities:			
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state the date when last employment ended and the reason:		

<b>SECTION D</b>	<b>Educational and Professional/Specialist Qualifications</b>	
<p>Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)</p>		
<b>Name and address of School, College or University attended:</b>	<b>Qualifications: (for example NVQ, GCSE, A level, Degree)</b>	<b>Grade/Result received:</b>

<b>SECTION E</b>	<b>Training relevant to this post. (Please use an additional sheet if necessary)</b>	
<b>Name of Organisation:</b>	<b>Name of specialist training courses:</b>	<b>Result received:</b>

<b>SECTION F</b>	<b>Employment History</b>
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**Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  
 (Please use an additional sheet if necessary)

Organisation's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:
	From:	To:		

**Please give details and reasons of any gaps in work history:**

**SECTION G****Additional Information**

**With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.**

(Please use an additional sheet if necessary)

<b>SECTION H</b>	<b>References</b>
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Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.

Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.

**If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**

The referees provided will be asked if you have any live disciplinary offences and also about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

**PLEASE NOTE THAT Bedford Borough Council reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.**

<b>Referee from Present or Last Employer/Voluntary Organisation</b>			
<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address (including postcode):</b>		<b>Telephone Number:</b>	
<b>Email Address:</b>		<b>I agree to this reference being taken prior to any interview:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Second Referee</b>			
<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address (including postcode):</b>		<b>Telephone Number:</b>	
<b>Email Address:</b>		<b>I agree to this reference being taken prior to any interview:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.</b>			
<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address (including postcode):</b>		<b>Telephone Number:</b>	
<b>Email Address:</b>		<b>I agree to this reference being taken prior to any interview:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I	Further Information
1. Your job may require you to travel around the county (see person specification). Would this present any difficulty for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Are you, to your knowledge, related to or have a close relationship with any Member, Officer or School Governor of the Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Do you hold any other appointment within the Council that would continue if you were appointed to this job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on List 99, POVA or PoCA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered 'yes' to questions 1, 2, 3, 4 or 5 please give details below:</b>	
6. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands. Do you understand the above and agree to declare this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION J	Declaration
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p> <p><b>If you lobby Councillors or employees of the Council, either directly or indirectly, in connection with your application you will be disqualified.</b></p>	

**Data Protection Act 1998: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.

**Please return your completed application form to: The School advertising the post you are applying for.**



**Working towards equality**



# Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Bedford Borough Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

SECTION A	
Your full name:	Title: <span style="float: right;">Date of Birth:</span>
Gender: (please specify)	National Insurance Number:
Other names you have been known by:	
Please state where you saw this post advertised:	

SECTION B	
<b>a) Ethnic Classification</b> Which of the following groups do you feel best describes your ethnic origin?	
<b>Asian/Asian British</b>	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background, please specify
<b>Black/Black British</b>	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Please specify background
<b>Chinese or other Ethnic</b>	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other Ethnic group <input type="checkbox"/> Please specify Ethnic Group
<b>Mixed</b>	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Mixed background, please specify
<b>White</b>	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other Mixed background <input type="checkbox"/> Please specify background
<b>b) Disability</b> The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.	
<b>Do you consider yourself to have a disability under the Disability Discrimination Act 1995?</b> (Please select Yes/No as appropriate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.	
<b>c) Sexual Orientation:</b> Which of the following do you feel best describes your sexual orientation?	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay Man <input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual	<input type="checkbox"/>
<b>d) Religion/Faith/Belief:</b> Which of the following groups do you feel best describes your religion/faith/belief?	
<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish	<input type="checkbox"/>
<input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> No Religion <input type="checkbox"/> Other please specify	



## Guaranteed Interview Scheme

Bedford Borough Council is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

### What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

### How do I apply?

Simply complete this section, and read the declaration below and sign.

<b>Please give details of your disability:</b>
<b>Are there any arrangements that may be required to be made should you be invited for interview?</b>

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

<b>Declaration:</b> <b>I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:</b> <b>Signature:</b> <b>Name:</b> <b>Date:</b>
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**Any false declaration of disability to obtain an interview will invalidate any contract of employment.**