

YOUR NAME: _____

POST APPLIED FOR: _____

DATE: _____

APPLICATION FORM

Stopsley High School

Please return completed application forms to:

Personnel Manager

Stopsley High School

St. Thomas' Road

Luton LU2 7UX

Or email to: stopsley.high.admin@luton.gov.uk

Please ensure you use the correct postage when returning your application form.
Stopsley High School will not pay excess postage charges which may result in your application form not being delivered.

For help completing your application form
please call us on: 01582 870900

Completing your application form

Please note the following points before completing your application form

Complete your form using black or dark blue ink.

Give as much information as you can about why you think you are suitable for the job and how you meet the necessary criteria.

Please remember to make sure you have included evidence to show how you meet **all** the essential criteria listed in the Person Specification or you will not be short-listed. We are able to accept CVs, targeted to meet all the essential criteria of the Person Specification, in place of Section C only. You must complete **all** other sections. CV's will not be accepted for people who will be working in schools.

Complete the Equal Opportunity Monitoring section and sign the declaration at the end of the form.

Use additional sheets as necessary and make sure they are securely attached to your form and are noted with the position you are applying for and the reference number.

Return your form to us on or before the closing date, applications received after the closing date or incomplete applications, may not be accepted.

Keep free any interview date that is mentioned in either the job advert or other information sent to you. We may not be able to provide alternative dates.

Please ensure that any gaps in your employment or educational history since leaving secondary school are fully explained.

Person specification

The 'person specification' lists what is required of a candidate to enable them to do the job applied for and whether those requirements are 'essential' or 'desirable'.

Essential requirements - without which candidates will be rejected.

Desirable requirements - used for choosing between two good candidates.

Your application form

The Equal Opportunity Monitoring Form (Section E) is removed from your form before being passed to the short-listing or interview panel. This section is for our records and monitoring purposes only.

All other sections are passed to the short-listing and interview panel. If you are selected for interview, you will be asked to confirm the information you have given on your Criminal Conviction Form. If appointed, the manager will discuss the relevance or otherwise of any conviction with a HR Adviser.

In the interests of economy, completed application forms will not be acknowledged. If you have any queries concerning your application please contact the Recruitment Team on (01582) 54 66 21 quoting the reference number that appears on the front page of the application form. Only short listed applicants will be contacted. Therefore if you do not receive any further communication from the School within 4 weeks of the closing date, you may assume you have not been short listed for the position on this occasion.

Section A Personal details

Job details

Position applied for

Closing date

Please tell us where you saw this post advertised

Are you applying for a job-share?

Yes

No

Personal details

Title e.g.

Mr, Mrs, Miss or Ms

First name(s)

Surname (family name)

Date of Birth

State any previous name(s) you have been known by e.g. maiden name, married name or aliases

Previous name(s)

Date(s) changed

Why changed

Address

Postcode

Mobile telephone number

Daytime telephone number (including code)

Email address

Evening/weekend telephone number (including code)

Immigration status

Are you entitled to take up employment in the UK?
Proof may be asked for at interview.

Yes

No

Please state clearly if you require a work permit or give the terms of your visa and expiry date

National insurance number

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DfES TEACHER NUMBER

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Do you hold a current driving licence?

Yes

No

Relationships

Are you related to, or in a relationship with an employee of the school?

Yes

If 'Yes', please give name and relationship

No

(State department where relevant)

If appointed, do you have any business/financial interests that may conflict with the duties of this job?

Yes

If 'Yes', please give brief details

No

Previous employment

Please give details of **all** employment, the most recent first. You must account for **all periods** of employment, career breaks, periods of unemployment, education and voluntary work since leaving secondary school without any gaps. Please use additional sheets if required.

Employer's name and location	Date to nearest month		Salary/grade	Position and main responsibilities	Reason for leaving
	From	To			

Referees

Please give the name and address of two referees who can verify your employment record - one should be your present or most recent employer. If you have not been in paid employment please give the name and address of two heads of any education or training establishment or managers of any voluntary group (or both) that you have worked for. Personal references are acceptable only if work references are not available.

The school has to undertake certain enquiries relating to the appointment of staff working with children, the elderly and people with a disability. You must be prepared to accept that if short-listed, your present employer and/or immediate past employer (or last employer relating to the relevant client group) may be contacted. Will you please therefore indicate the full name and address of your present employer and/or past employer, as well as the other referee you nominate. Applications will not be considered if this information is not given.

Name	Name
Relationship to you (e.g. manager)	Relationship to you (e.g. work colleague)
Business address	Business address
Postcode	Postcode
Telephone number (Including code)	Telephone number (Including code)
Email address	Email address

Please make sure that your referees are happy for us to contact them. Please tick this box if you do not wish us to contact your referees without your permission.

Third Reference

If you are applying for any post in Residential Children's Services or within the Youth Offending Team you must give details of a third referee to comply with the Warner Report.

Name	Business Address
Relationship to you (e.g. manager)	Postcode
Telephone Number (Including code)	Email Address

Arrangements for interview

Please give any dates when, if short-listed, you would not be available to attend an interview

Please indicate whether you need any arrangements to be made if you are invited for an interview e.g. wheelchair accessible location, induction loop in the interview room, etc.

Section C Experience and relevant skills

Tell us how you meet the essential requirements of the job. Please refer to the person specification for more information.

Please use additional sheets if required, ensuring they are securely attached and noted with your name, the position and reference number of the job you are applying for.

The 'person specification' lists what is required of a candidate to enable them to do the job and whether those requirements are 'essential' or 'desirable'. You **must demonstrate how you meet** all the **essential requirements** in order to do the job.

The **shortlisting panel will decide** who to invite to interview **by comparing section C with the 'person specification'**.

It is extremely important that you give as many clear examples as you can detailing how you specifically meet the requirements of the job. Make sure you include all relevant experience, knowledge or skills, this includes voluntary or unpaid work. It is advisable to address each of the essential requirements separately. We strongly recommend using headings that relate to the person specification to ensure you cover all the required criteria.

Declaration

I declare that the information I have given is correct, and give my consent for it to be used for monitoring purposes and understand that this information may be checked for accuracy against information held by other institutions and/or government departments such as UKIS and the Home Office. I realise that false information or omissions may lead to dismissal without notice and that canvassing the local authority in connection with this job will disqualify me.

Signature

Date

If your application is unsuccessful, we will keep this form for 12 months and use its information solely to fulfil our Statutory duties and our own policies

Section D Disclosure of criminal convictions

This form must be completed and returned by all applicants or we cannot consider your application

To apply for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

- 1 Please read carefully the notes overleaf and then enter any unspent convictions below
- 2 **You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands if you are applying for a job in one of the following areas:**

- Accountancy
- Social services
- Education service

- Legal
- Youth service
- Parking enforcement

- Nursing
- Leisure

Or, if the job means that you are likely to be in regular contact with the following groups of people:

- Under 18 year-olds
- Over 65 year olds

- Those with a mental impairment
- Those with a sight, hearing or speech impairment

Position applied for:

Do you have any criminal convictions to declare?

Yes No

If yes, please complete below

Offence

Date of Conviction

Sentence

Further information in relation to any conviction may be required at interview.

I declare that I have provided all the information required and that the information I have given is correct. I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice.

Signature

Date

Section D Disclosure of criminal convictions

You must disclose all 'unspent' convictions and 'spent' convictions for certain jobs (Item 2, previous page)

Details of relevant convictions and time periods are as follows:-

Sentence	Becomes 'spent' after
Sentence of imprisonment or youth custody exceeding 6 months but not exceeding 30 months	10 years
A sentence of imprisonment or youth custody not exceeding 6 months	7 years
A sentence of borstal training	7 years
A fine or other sentence, not otherwise covered in this chart, such as a compensation or community service order or a probation order received on or after 3 rd February 1995	5 years
An absolute discharge	6 months
A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland)	1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3 rd February 1995
Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces	10 years
Simple dismissal from the armed forces	7 years
Detention by direction of the Home Secretary	
A detention period exceeding 6 months but not exceeding 30 months	5 years
A detention period not exceeding 6 months	3 years
A detention care order	3 years
A remand home order, an approved school order or an attendance centre order	The period of the 'order' plus a further year after the order expires
A hospital order under the Mental Health Acts	The period of the 'order' plus a further 2 years after the order expires, with a maximum of 5 years from the date of conviction
Sentence exceeding 30 months	
A sentence of imprisonment or youth custody more than 30 months	Never becomes 'spent'

Further notes

If you were under 17 years of age on the date of your conviction, please halve the period shown in the right-hand column. This does not apply to sentence under the heading 'Detention by direction of the Home Secretary'

For the purpose of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

When applying for some job **you must** also declare spent convictions, pending charges/current Police investigations, bindovers, warnings/ cautions or reprimands. If you are employed, failure to declare or falsification of information will result in your dismissal without notice.

Section E Equal Opportunity Monitoring

This section will not be passed to the short-listing panel

Position applied for

Date of birth

Your full name

Female

Male

Ethnic classification - I would describe myself as:

Asian or Asian British	Black or Black British	Chinese or Other Ethnic Group	Mixed	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Other – please specify <input type="text"/>	White & Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Kashmiri <input type="checkbox"/>	Any other Black background – please specify <input type="text"/>		White & Asian <input type="checkbox"/>	Any other White background - please specify <input type="text"/>
Bangladeshi <input type="checkbox"/>	<input type="text"/>		Any other mixed background - please specify <input type="text"/>	<input type="text"/>
Any other Asian background - please specify <input type="text"/>				

Disability

Do you consider yourself to be disabled under the Disability Discrimination Act 1995?

Candidates with a disability, who can demonstrate that they meet all the 'essential' requirements of the 'person specification', are guaranteed an interview.

Yes No

If yes, how would you describe your disability?

Physical impairment, such as using wheelchair to get around and/or difficulty using arms <input type="checkbox"/>	Mental health condition, such as depression or schizophrenia <input type="checkbox"/>
Sensory impairment, such as being blind/having a serious visual impairment or deaf/having a serious hearing impairment <input type="checkbox"/>	Learning disability (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury) <input type="checkbox"/>
Long standing illness or health condition <input type="checkbox"/>	Other <input type="checkbox"/>

Please Specify

Sexuality - I would describe myself as:

Lesbian – A women who is sexually and emotionally attracted to women <input type="checkbox"/>	Bi-sexual – A person who is sexually and emotionally attracted to people of either sex <input type="checkbox"/>
Gay Man - A man who is sexually and emotionally attracted to men <input type="checkbox"/>	Heterosexual - A person who is sexually and emotionally attracted to people of the opposite sex <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>	

Religion/faith/belief - I would describe myself as:

Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>
Sikh <input type="checkbox"/>	None <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other (Please specify) <input type="text"/>	

General information

Employment Equality and Monitoring

Under the Local Government and Housing Act 1989, all appointments that we make must be 'on merit'.

We are committed to promoting best employment equality practice in our efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.

We take action to ensure that anyone who works for us, or who applies for a job with us, is not treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, responsibility for dependants, disability, age (below 65), marital status, sexuality or Trade Union activity.

To ensure that our employment equality policies are having an effect, we need to monitor candidates and employees. All candidates must therefore give the information requested on the application form. This information is used only to monitor our progress on equality matters, is treated as confidential and is not revealed outside the school. Unsuccessful candidates' application forms are destroyed after twelve months.

Retirement Age

The local authority's retirement age is 70. Therefore we are unable to appoint anybody who is 70 years or over, or is within 6 months of their 70th birthday.

Disability in Employment

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making 'reasonable adjustments' to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act 1995 to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Local Government and Housing Act 1989

When a job's salary, including enhancements and allowances, reaches a level equivalent to Spinal Column Point 44, (£34,986 as at 1st April 2006) it is defined as Politically Restricted. This will generally apply only to middle management posts and certain other 'senior' or 'policy-type' jobs, heads of service and corporate directors. Those employed in Politically Restricted posts are prohibited from taking part in a range of political activities. Full details are available on request.

Appointment Process

Feedback on your application

The school is committed to encouraging applicants and assisting them with the selection process where possible.

If you require feedback on why your application was not successful, please contact the school who will arrange for the appropriate manager to make contact with you.

References

We will normally take up references if you are invited for an interview unless you have clearly marked the application form otherwise. Satisfactory references must be received before we confirm any offer of an appointment. Information we request will relate to salary, length of service, sickness absence record, subjects studied, skills and abilities, suitability for the job, disciplinary record (if any), and suitability to work with children (if relevant) etc. The School reserves the right to take up job references from previous employers.

For posts within residential children's services and the youth offending team there is a further requirement in order to comply with the Warner report. All applicants for such posts are required to provide four recent passport size photographs, which will be appended to each of the three requests for reference required by Warner, with the fourth photograph, held on file.

To be Warner and safer recruitment compliant, requests for reference will also ask whether there has been any cause for concern in the conduct of the applicant.

Any email correspondence will be subject to appropriate verification. Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Criminal Records Bureau Check (Disclosure)

For certain jobs you will be required to complete a Criminal Records Bureau check. Where this is required it will be included in the job description. The Disclosure must be satisfactory before we confirm any offer of an appointment.

We will do an enhanced check for all posts working with children (under 18) or vulnerable adults covered by the Protection of Children and Vulnerable Adults legislation.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we **must** take account of convictions, even though they are 'spent', these being for posts where there is regular contact with children, the elderly and people with a disability. **Please ensure that you know if you are applying for one of these jobs.** We will make appropriate checks before we confirm any offer of appointment. **Spent and/or unspent convictions may not necessarily make you unsuitable for appointment.**

The School complies with the Criminal Records Bureau code of practice. You can get a copy from http://www.crb.gov.uk/PDF/code_of_practice.pdf. We also have a policy on Disclosure and the Employment of Ex-Offenders; a copy is available on request.

Protection of Children/Vulnerable Adults

Luton Borough Council has in principle accepted the recommendations of the Warner Report 1992 "Choosing With Care", the Utting Report 1997 "People Like Us", and the DfES guidance on Safer Recruitment and Selection in Education Settings June 2005 and has incorporated them into the recruitment and selection procedures for applicants with regular contact with children/vulnerable adults or who have the potential for this.

For jobs where you would be working directly with, or where you would have unsupervised access to children or vulnerable adults, we will make additional checks. This is against the Police criminal records system, the Protection of Children List (PoCAL), the Protection of Vulnerable Adults list (POVA) and the Department of Education and Employment List 99, before we confirm any offer of an appointment. No offer of appointment will be confirmed until these checks have been satisfactorily completed.

Applicants for the posts of unit manager and assistant unit manager within children's residential services will be subject to a further check through the Commission for Social Care Inspectorate before it is possible to proceed with a formal offer of employment.

Applicants for posts involving children or vulnerable adults or any position of trust will also undergo specific internal checks. This will include a check of our social services client index and case records. By applying for a post it will be deemed that you consent for such checks to be undertaken.

Validation of Qualification

The School requires evidence of qualifications where appropriate. All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies before any offer of employment is made. Any foreign language documents must be accompanied by an authorised translation.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Should this not be forthcoming it will not be possible to proceed with your appointment.

Identity Checking

Candidates are required to bring photographic proof of their identity to interview. Only original documents will be accepted.

Medical assessment

A satisfactory medical assessment, which may include a medical examination in certain cases, will be required before we confirm any offer of an appointment.

Interview expenses

We will pay certain expenses associated with attending an interview. Full details will be supplied to candidates asked to attend an interview.

Probation

All new employees to Luton Borough Council will be subject to a nine-month probationary period. Subject to satisfactory service, the appointment will be confirmed at the end of the period.

Job sharing

We regard full-time indefinite jobs as potentially open to job share.

Scheme of assistance for relocation expenses

We operate a scheme of relocation expenses, which applies to selected appointments. Details will be provided, if appropriate.

Terms and Conditions

Salary scales and payments

Salary payments are made to your bank or building society account on the 27th of each month if you are monthly paid or 4 weekly for some posts. Pay dates for 4 weekly can be supplied. Salary scales and conditions of service are laid down by the appropriate national negotiating body, as adopted by LBC.

Annual leave

Annual leave depends on grade, length of service and the number of days or hours a week an employee works.

Hours of work

Unless otherwise stated, these will be based on a 37-hour week. A 'flexi' working system is in operation in certain areas of the School.

Smoking

All School buildings/sites are smoke-free.

Pension

The local government pension scheme is a final salary scheme. Membership is optional.

Luton Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.