

Application for Employment



DEVON COUNTY COUNCIL

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic, or national origins, sex, religion, marital status, sexual orientation or disability.

Thank you for your application.

Thank you for applying for the post of School Business Manager. Vacancy Number _____
at Seaton Primary School within Devon County Council You may fill in this form online and email it back to us by clicking the 'Submit' button at the end. Alternatively, you can print out this form, fill it in, and return it to:
Seaton Primary School, Valley View, Seaton, Devon, EX 12 2HF. If you have any questions about this form please ring me on: 01297 20922. My name is Alan Simpson (Headteacher)

SECTION 1: YOU

First name(s) _____

Last name _____

Address _____

Postcode _____

Daytime telephone number (including STD code) _____

Evening telephone number (including STD code) _____

SECTION 2: WORK

Please start with your current job, or most recent job, and work backwards.

If you are employed by Devon County Council at the moment, please say in what department and tell us if you are in a redeployment situation.

Name and address of employer:	Job/title:	Dates (month/year):	Reason for leaving:

If there are any gaps in the jobs you have done, please say here what you did in those times.

On what date would you be able to start work for us? _____

SECTION 5: OTHER INFORMATION

Are there any times when you are not able to work? _____

Do you require a work permit? Yes No

Are you related to a Member or Senior Officer of the Council* Yes No

(If yes, please tell us the name of the person and tell us what your relationship to them is)

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Devon County Council employment?*

Yes No

*Failure to tell us this information may disqualify you from the post.

SECTION 6: REFERENCES

Please give details of two named referees covering the last 5 years of your employment history. These should not include a relative. 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.

First Referee	Second Referee
This should be your current or most recent employer if possible.	This should be a recent employer if possible.
Name: _____	Name: _____
Address: _____	Address: _____
Tel No: _____	Tel No: _____
Relationship: _____	Relationship: _____
How long have they known you?	How long have they known you?

If you are shortlisted, we will contact your referees before the interview unless you tick this box

SECTION 7: DISABILITY

Devon County 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 phone the number given on page one, or provide details below:

SECTION 8: REHABILITATION OF OFFENDERS ACT 1974

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

A criminal record will not necessarily be a bar to appointment. Suitable applicants will not be refused jobs because of offences that are not relevant to the job.

Completed disclosure forms will be kept as secure and confidential information and in most cases will be shredded within one month. Where an appeal has been submitted they will be shredded within 6 months.

Devon County Council has a policy on the employment of people with criminal records, which is available on request.

SECTION 9: DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by the Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice. I understand that all payments will be made by direct credit transfer to a Bank/Building Society/Post Office Giro account. If appointed, I will give details of my account.

Signed: _____ Date: _____

Thank you for applying to Devon County Council. Please return this completed form to us in the envelope provided.

DATA PROTECTION ACT

Information held by Devon County Council complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the 'Personal Details' section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments of the Council for security and administration purposes.

FOR OFFICE USE ONLY

Directorate	Closing date	/	/
Post	Acknowledged	/	/
	Shortlisted	Yes	No
Grade	Interview date	/	/
Location	Appointed	Yes	No
	Start date	/	/