



# Application For Employment

**CONFIDENTIAL**

The information you provide on this form will be used for recruitment and selection and for employment contract purposes

Please complete this application in ink/ball point or by typing and return it to **Don Valley High School** by no later than noon on the closing date

## Post Applied For

Post Title	Reference No. (Official Use only)	
Department/Service Area	Grade	Closing Date:

*Before completing this application you are advised to read the section in the Applicant Information pack titled "Completing the application form."*

## Personal Details

Family Name/Surname	Address	
Forenames or Initials		
National Insurance Number		
Work Telephone Number	E mail Address	
Mobile Telephone Number	Home Telephone Number	
Do you have a current driving licence? (if one is needed for the post)		
No <input type="checkbox"/>	Provisional <input type="checkbox"/>	Full <input type="checkbox"/>
	HGV <input type="checkbox"/>	Other: <input type="checkbox"/>
Do you have current use of a vehicle?(if applicable to post)		
	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Present Post (or most recent)

Position Held	Employer's Name and Address
Salary	
Starting Date	
Date Left (if applicable)	
Reason for Leaving	
Notice Required	
Please give a brief outline of your main duties and responsibilities	

**Previous Employment** (most recent first)

Name and Location of Employer	Position held	Reason for Leaving	Dates
Please continue on a separate sheet as necessary			

**Education, Qualifications & Vocational Training**

Secondary Education (from Age 11)	Qualifications/Level	Grades	Dates
Further/Higher Education	Subject/Qualifications (if applicable)	Grades	Dates
Vocational/Relevant Training			
Present Studies Details			Dates
Membership of Professional Institute/Organisations	Level	By examination Yes/No	Dates

## Experience, Knowledge, Skills And Abilities

In the following section please use the job description and person specification to relate details of your experience, knowledge, skills and abilities, either gained at work or otherwise which you consider to be relevant to this post.

Please read the section "Completing the Application Form" in the Applicant Information Pack.

Please continue on a separate sheet as necessary

Number of staff supervised, if applicable to post	
Budgets controlled, if applicable to post	

## References

Please give the name and address of two people, (not relatives) who can comment on your suitability for this post. **One must be your present employer (or most recent employer if you are not currently employed)**

Name _____	Name _____
Job Title _____	Job Title _____
Address _____	Address _____
Telephone No. _____	Telephone No. _____
May we take up this reference prior to interview? <b>YES/NO</b>	May we take up this reference prior to interview? <b>YES/NO</b>

### Declarations

How did you find out about this vacancy?
Are there any dates when you wouldn't be available for interview?
Please tick if you are applying for this post on the basis of redeployment. <span style="float: right;"><input type="checkbox"/></span>
Please tick if you are applying for this post on the basis of Job Sharing. <span style="float: right;"><input type="checkbox"/></span>
<b>Please see Section 6 of 'Completing the Application Form' in the Applicant Information Pack before completing this section</b>
Do you consider yourself to have a disability? <span style="margin-left: 100px;"><b>YES</b> <input type="checkbox"/></span> <span style="margin-left: 100px;"><b>NO</b> <input type="checkbox"/></span>
Would the provision of any aids or adaptations assist you in carrying out the duties of the post? Please give details.
Please give details of any provision you require if invited for interview.

Are you related to any Elected Councillors or employees of the Council? <span style="float: right;"><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></span>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; padding: 5px; vertical-align: top;">           If <b>YES</b>, please give name(s) and relationship.   <i>This is to ensure your relative is not involved in the selection process</i> </td> <td style="padding: 5px; vertical-align: top;">           Councillor(s): _____            Employee(s) name(s): _____            and Directorate: _____            _____         </td> </tr> </table>	If <b>YES</b> , please give name(s) and relationship.  <i>This is to ensure your relative is not involved in the selection process</i>	Councillor(s): _____ Employee(s) name(s): _____ and Directorate: _____ _____
If <b>YES</b> , please give name(s) and relationship.  <i>This is to ensure your relative is not involved in the selection process</i>	Councillor(s): _____ Employee(s) name(s): _____ and Directorate: _____ _____	

I understand that : a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance; canvassing will disqualify me from consideration; any offer of employment cannot be made without obtaining suitable references.; any false information may lead to disciplinary action including dismissal.

I declare that the information given on this application is, to the best of my knowledge, true and complete.

**Signed** ..... **Date** .....

TO BE COMPLETED BY INTERVIEW PANEL			
SHORTLISTED	INTERVIEWED	APPOINTED	COMMENTS
YES/NO	YES/NO	YES/NO	
If No, Reason	If No, Reason	If No, Reason	
Initial	Initial	Initial	

- Reason: (A) Not met essential criteria (B) Not met desirable criteria (C) Q&E not relevant (D) Q&E insufficient  
 (G) Application standard (H) Application late (I) Interview performance (X) Other

# **FAIRNESS IN EMPLOYMENT MONITORING SHEET**

## **What are we trying to achieve?**

Doncaster Metropolitan Borough Council is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no employee, or potential employee, receives less favourable treatment or is disadvantaged on the grounds of disability, race, colour, nationality or ethnic origin, sex, marital status, age, sexual orientation, religious belief or any other unjustifiable cause not specified.

## **What is this form for?**

Our recruitment, selection, and promotion procedures will be regularly reviewed to ensure that individuals are treated on their merits and abilities. To help us to achieve this, we are asking you to complete the form overleaf and return it with your application. The information that you give us will be used to assess the effectiveness of our procedures and to plan future initiatives. It will not be used for any other purpose. The form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in short-listing or interviewing for the post for which you are applying.

## **What information are we asking for?**

We are asking for a certain amount of personal information about you. Some of this information is to help us ensure that our policies and procedures do not discriminate. Examples are your race, your gender, your age, whether or not you consider you are disabled. We use the information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local population. This in turn helps us to judge whether our recruitment processes are fair and equally open to everyone regardless of their background.

## EQUAL OPPORTUNITIES MONITORING FORM

This part of the application form will be detached before the selection process. The information in it **WILL NOT** be used in selection and the information will be treated in the strictest confidence.

Reference No.(official use only) \_\_\_\_\_

Surname/Family name: \_\_\_\_\_

Forenames/Given names \_\_\_\_\_

Directorate: \_\_\_\_\_ Grade: \_\_\_\_\_

Are you: Female  Male

Are you: Single  Married

Other  
(please specify)

Your age: 16-24  25-34  35-44  45-54  55 and over

Do you consider yourself to be: Disabled  Not Disabled

What is your Nationality \_\_\_\_\_

**Would you describe your ethnic origin as:**

- |                                |                                  |                          |
|--------------------------------|----------------------------------|--------------------------|
| <i>Asian or Asian British</i>  | <b>Chinese</b>                   | <input type="checkbox"/> |
| <b>Bangladeshi</b>             | <i>Mixed</i>                     |                          |
|                                | <b>White and Asian</b>           | <input type="checkbox"/> |
| <b>Indian</b>                  | <b>White and Black Asian</b>     | <input type="checkbox"/> |
|                                | <b>White and Black Caribbean</b> | <input type="checkbox"/> |
| <b>Pakistani</b>               | Any other mixed background*      | <input type="checkbox"/> |
| Any other Asian background*    | <i>White</i>                     |                          |
| <i>Black and Black British</i> | <b>British</b>                   | <input type="checkbox"/> |
| <b>African</b>                 | <b>Irish</b>                     | <input type="checkbox"/> |
| <b>Caribbean</b>               | Any other White Background*      | <input type="checkbox"/> |
| Any other Black background*    |                                  |                          |

\* Please write below description:

\_\_\_\_\_

***If you feel that none of these categories accurately describes your ethnic origin please write below in your own words:***

\_\_\_\_\_

**How did you learn about the vacancy?**

Local Media  Internal Council Communication

National Media  Casual Enquiry

Professional Publication  Job Centre

Other (please specify) \_\_\_\_\_

***Under the Data Protection Act, 1998 this data is classified as sensitive. Please indicate your approval to this information being recorded on a database and used for statistical purposes by ticking the appropriate box***

I give my consent for this information to be used for statistical purposes I understand it will be recorded on a computer database and access to this will be security controlled.

I do not wish to provide this information