



North

Yorkshire County Council

JOB APPLICATION FORM

School Administrator

Closing Date: Wednesday 11th October at 4pm



Please write in capital letters in black ink or type. Please do not include a CV.

Reference Number

Please refer to the accompanying guidance notes when completing your application.

PERSONAL DETAILS

Surname:	Forenames:
Address:	telephone Home: <input type="checkbox"/> Business: <input type="checkbox"/> Mobile: <input type="checkbox"/> e-mail address
Postcode:	Please indicate preferred contact method

Please state where you saw the job advertised:

GENERAL

- Do you consider yourself to have a disability? Yes No
- Are you currently in receipt of Incapacity Benefit Yes No
- Are you currently in receipt of a Carers Allowance Yes No
- Are you currently in receipt of Benefits Yes No

Are there any adjustments that may be required to be made should you be invited for interview? If so please state here:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If yes please provide details:

If you are successful in your application would you require a work permit prior to taking up employment? Yes No

For office use only: Disability New deal Incapacity Benefit Carers Allowance Ref: _____

EDUCATION and QUALIFICATIONS

Secondary education			
Subject	Qualification	Grade	Year Obtained

Further Education/Vocational/Professional Qualifications held: (continue on a separate sheet if necessary)			
Subject	Qualification	Grade	Year Obtained

Qualifications currently being studied		
Method of study	Level	Examination date

Membership of Professional Bodies				
Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address

Post Held

Grade

Date of Appointment

Salary

Notice Required

Telephone Number

PREVIOUS EMPLOYMENT (most recent first)

Dates (month/year)	Employers name and address	Position Held/Grade	Reason for Leaving

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than two additional A4 sheets if necessary adding the reference number but not your name to each sheet).

REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer **OR** if in school, college or just completed education one referee must from school/college (the application will not be pursued without two referees supplied) NYCC reserve the right to request an alternative referee if that is deemed inappropriate.

Name

Name:

Address:

Address:

Tel No:

Tel No:

Fax No:

Fax No:

e-mail:

e-mail:

Occupation

Occupation:

I give/do not give permission to take up my references prior to an offer of employment being made

(delete clearly as appropriate)

I give/do not give permission to take up my references prior to an offer of employment being made

(delete clearly as appropriate)

I declare that the information contained in this application form is correct and understand that the Council will request to see proof of qualifications at the time of interview.

I consent to North Yorkshire County Council recording and processing the information detailed in this application. North Yorkshire County Council will comply with their obligation under the Data Protection Act 1998.

DECLARATIONS AND CONSENTS.

Are you related to any Member or employee of the County Council

Yes No

or

If you are applying to a school, are you related to a member of the School Governing Body

Yes No

If so, please give name(s) & relationship

I understand that canvassing of any Governors, Members or Officers of North Yorkshire County Council in connection with this appointment will disqualify me.

Have you ever been convicted of a criminal offence

Yes No

If yes, please give details on a separate sheet (please read notes of guidance before completing this section).

Do you hold a current driving licence? Yes/No Do you have use of a car? Yes/No

What type of licence is it? (eg full, provisional, HGV, PSV)

Are there any dates when you would not be available for interview in the near future?

Please specify where you saw this advertisement.

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. North Yorkshire County Council will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.

Signature:**Dated:**.....

Return Address: Please return all completed applications to the schools address

Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion

Thank you for the interest you have shown in North Yorkshire County Council

APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNTY COUNCIL IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job.
- Don't copy the same application for a series of jobs.
- If there is anything on the form that you do not understand or you need help to complete the form, please ring us.
- Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed
- Please do not send standard details of your own i.e. in the form of a curriculum vitae.
- We welcome applications from individuals interested in flexible working e.g. job share, term-time only, part-time etc.
- Health Screening. Any offer of employment with North Yorkshire County Council is subject to the satisfactory completion of pre-employment health screening

Please note that we can only consider applications from E. U. citizens and those holding valid UK visas.

Equal Opportunity Monitoring

North Yorkshire County Council is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. In order to ensure the assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors, we have split the application form into Part 1 and Part 2. Information that could lead to bias or discrimination is included in Part 1 of the application form and Part 1 will be removed during the shortlisting and interview stages of recruitment. Shortlisting will be based on Part 2 of the form only.

Equal Opportunity Monitoring Form

North Yorkshire County Council is committed to a policy of Equal Opportunities in order to ensure that all applicants for employment are treated fairly. All information is treated in confidence. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. Please return this form in an envelope marked private and confidential.

Disability

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Disabled applicants that can demonstrate they meet the Essential criteria on the person specification will be offered an interview.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Criminal Records Bureau check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A CRB check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence an elected Council Member, or any council employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor. A Council employee or a governor you must indicate this in the relevant section of the application form.

Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, North Yorkshire County Council complies fully with the CRB Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. North Yorkshire County Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within North Yorkshire County Council and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows North Yorkshire County Council to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the North Yorkshire County Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
10. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
12. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

(Source www.disclosures.gov.uk)