Stockton-on-Tees BOROUGH COUNCIL

Xentrall Office Use	
Applicant No:	

PART ONE

APPLICATION FOR EMPLOYMENT

Please read the guidance notes provided before completing this form

Post applied for:		Post Number:	
Are you applying for this post as a job sharer?		☐ Yes	☐ No
Are you currently employed by the Council?			Please select
Are you in notice of dismissal and eligible for redeployment support?			Please select

Current / Most Recent Employment	
Post Title:	
Name and address of employer	Start date: Leave date (if applicable): Current earnings: Grade / Scale: Period of notice required: Reason for leaving:
Postcode:	

Previous Employment: for posts requiring a DBS check provide details **from leaving school**, include unpaid/voluntary work. For posts that do not require a DBS check, provide details for the previous five years. Detail all employment, most recent first, and explain gaps i.e. unemployed, career break, maternity etc. Please ensure you include all previous Local Government employment.

Dates from:		Dates to:		Employer name, address and telephone no.	Post Title	Salary	Reason for leaving
MM	YYYY	MM	YYYY				

Previous Employment – continued							
Dates from:		Dates to:		Employer name, address and telephone no.	Post Title	Salary	Reason for leaving
MM	YYYY	MM	YYYY				

Qualifications (include secondary education)					
Subject e.g. Maths	Level e.g. GCSE	Grade	Date of Award		Awarding Body (if known) e.g. City & Guilds
			MM	YYYY	

Qualifications - Continued (include secondary education)					
Subject e.g. Maths	Level e.g. GCSE	Grade	Date of Award		Awarding Body (if known) e.g. City & Guilds
			MM	YYYY	

Non-qualification courses and further training	
Details:	Date

Are you a member of any professional / technical bodies?			
Professional / Technical Body	Class of Membership	Date obtained	Registration / reference no.

Conditions / Restrictions
Are you currently the subject of a fitness to practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country? ☐ Yes ☐ No
Have you ever been removed from the register or had conditions or undertakings made on your registration by a fitness to practise committee or a licensing / regulatory body in the UK or in any other country? ☐ Yes ☐ No

Driving ability		
Do you hold a current driving licence as required for the post?	☐ Yes	☐ No
Have you had any endorsements in the last five years?	☐ Yes	☐ No

Personal Statement
This is your opportunity to tell us why you believe you are suitable for the post. Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview. Also refer to the Council's behaviours and culture statement as these will be used in both the shortlisting and interview phase.

References:

Provide full contact details for two independent referees. One must be your current or most recent employer and the second should be a previous employer or someone who can provide objective information about you that is relevant to the post. Relatives and close friends will not be accepted.

Please note: if you have previously been employed by the Council, a reference will be requested from your previous line manager or the HR Team, even if not identified as a referee.

Title: Select Name: Occupation / status: Address: Postcode: Telephone number: Fax number: Email address: Can we contact prior to interview? ☐ Yes ☐ No	Title: Select Name: Occupation / status: Address: Postcode: Telephone number: Fax number: Email address: Can we contact prior to interview? ☐ Yes ☐ No

Disclosure Information – only applies if the post requires a Disclosure and Barring Service (DBS) check.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

☐ Yes ☐ No If yes, please specify giving dates:

Do you have a DBS certificate? Please select

If yes:

Please indicate level of check: Please select

Please indicate workforce: Please select

Disqualification under the Childcare Act

Have you ever been disqualified under the Childcare (Disqualification) Regulations 2009? ☐ Yes ☐ No

Relationships

Are you related to any Elected Member / Senior Officer of the Council? ☐ Yes ☐ No

If yes, please give details: