



North Yorkshire County Council is committed to equality in employment. The Council's aim is to ensure equality for all existing and prospective employees. In line with this North Yorkshire County Council are required to publish work force data.

In order to assist the Council with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

**PLEASE USE CAPITAL LETTERS OR PLACE A CROSS IN BOXES WHERE APPLICABLE**

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1. **Gender:** Male  Female

2. **Where did you see the vacancy advertised?**

Local Press  Job Centre  Personnel Bulletin   
National Press  Word of Mouth  Oneplacenorthyorks   
NYCC Web site  Sector 1   
Schools Recruitment Service   
Other (please specify) :

3. **Please note: the categories below are taken from the 2001 Census. The Council is required to use this format for its monitoring exercises. What is your ethnic group? Please place a cross in the appropriate box to indicate your cultural background:**

**White**

British   
Irish   
Other (please specify)

**Mixed**

White and Black Caribbean   
White and Black African   
White and Asian   
Other (please specify)

**Asian or Asian British**

Indian   
Pakistani   
Bangladeshi   
Other (please specify)

**Black or Black British**

Caribbean   
African   
Other (Please specify)

**Chinese or other Ethnic Group**

Chinese   
Other (please specify)

4. Do you consider yourself to have a disability?                      Yes                       No

If yes, please detail the nature of the disability. (This information will not be made available to those involved in recruiting)

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.

**SECTION 3- EDUCATION AND QUALIFICATIONS**

Secondary School/ College of Further Education	Date From                  To mth/yr    mth/yr		Qualifications: GCSEs, A Level/BTEC etc. give subject and grades	Date of award
College of Higher Education/University	Date From                  To mth/yr    mth/yr		Degree or Certificate Degree - please state classification	Date of award

**SECTION 4 – PROFESSIONAL DEVELOPMENT**

Please give details of recent significant Professional Development

Organising Body	Nature/Title of Course	Dates from/to

**SECTION 5 – CAREER DETAILS*****Present Employment***

Name of School	Nature of School (e.g. Primary / Secondary / Comprehensive / Selective / Mixed / Boys / Girls)	
Current Age Range	Number on Roll	LA
Post Held	Date of Appointment from (mth/yr) and to (mth/yr)	Current Salary Point

**Current Responsibilities**

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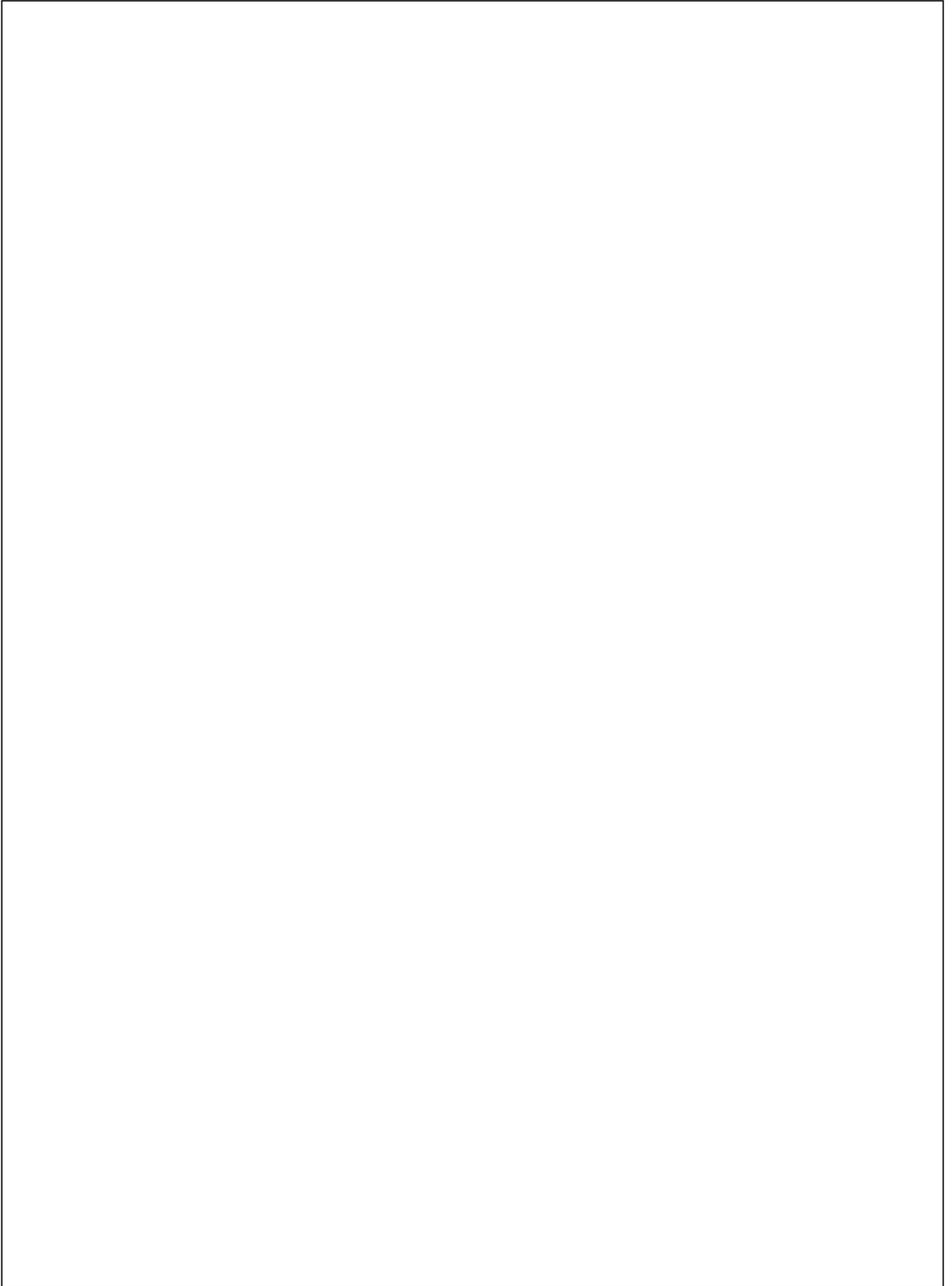
## Other Employment

Please list in reverse chronological order

Dates From mth/yr	To mth/yr	School and LA (or employer if non school based post)	Job title and responsibilities	Reason for Leaving

## SECTION 6 – EVIDENCE OF FULFILLING THE PERSON SPECIFICATION

Please refer to the **person specification** and write your supporting evidence in order using specific, and where possible, different examples of your **experience** and describe the **impact** of your actions.



## SECTION 7 – REFEREES

Please provide names and addresses of persons willing to supply employment references; one of the named referees **must** be your current employer or your most recent employer in work with children or young people. References cannot be accepted from relatives.

Name:  
Address:

Name:  
Address:

Postcode:  
Position:

Postcode:  
Position:

Relation to Applicant:

Relation to Applicant:

Length of time as line manager:

Length of time as line manager:

Telephone number:

Telephone number:

Email Address:

Email Address:

Do you give permission for referees to be contacted prior to an offer of employment being made?

Yes  No

Please note we may request further references in some instances.

## Declaration

The applicant should state here whether to his/her knowledge he/she is related to any member of, or to the holder of, any senior office under the County Council or to any Governors of the School. Yes / No

If yes, please provide details:

Canvassing of any member of the Governing Body or the County Council could lead to the disqualification of the candidate concerned.

**Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced CRB Disclosure.**

**This job is exempt from Section 4(2) of the Rehabilitation of offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent”, must be declared. If you have any of these you must provide details in a sealed envelope, marked confidential, and this should be attached to your application form. Alternatively if you are applying electronically please send a separate email marked ‘private and confidential’ outlining this information.**

## Child Protection and Safeguarding

This school is committed to safeguarding and promoting the welfare of our children and young people.

We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School.

In relation to this appointment process you should be aware that your referees will be asked the following question:-

*“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so please provide details.”*

**At interview all candidates will be asked if there have been any allegations, or issues, raised against them by children or young people and if so, the outcome of them.**

If you would like to discuss any of the above before making an application please contact the Headteacher or Chair of Governors.

Are there any adjustments that may be required to be made should you be invited to interview?

Date on which you could take up duty, if appointed:

I confirm that the information I have provided is true and accurate and that I am not on List 99, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body, for example, the General Teaching Council and have no convictions, cautions or bind overs (or have provided details of these as instructed above).

Signature:

Date:

## **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. 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.

### **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, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. 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.



North

Yorkshire County Council

Financial Services

## 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](http://www.disclosures.gov.uk))