

**Application For**

**Employment**

The decision to shortlist will be based solely on the information provided in this application. **CV’s are not acceptable.** Please complete all sections of this form accurately.

|  |  |
| --- | --- |
| Please send the completed application form to: | recruit@abertillery3-16.co.uk |
|  |  |
| Application for the post of: | Cover Supervisor |
|  |  |
| Position Reference Number: |  | Grade: | 5 |
|  |  |
| Directorate/School: | Abertillery Learning Community | Closing Date: | 03/11/25 at 11.59pm |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DBS Check: | x | Enhanced (Children) |  | Enhanced (Adult & Children) |

|  |
| --- |
| **PERSONAL DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Surname: |  |
|  |  |  |  |
| Forenames: |  |
|  |  |  |  |
| NI Number: |  | Telephone: |  |
|  |  |  |  |
| Email address: |  |

**Address Details**

|  |  |
| --- | --- |
| House Name: |  |
|  |  |
| Number/Street: |  |
|  |  |
| Local Area: |  |
|  |  |
| Post Town: |  |
|  |  |
| County: |  | Post Code: |  |

**Eligibility for Employment**

The Asylum & Immigration Act 1996 makes it a criminal offence for Blaenau Gwent County Borough Council to employ those who do not have permission to live or work in the United Kingdom. On appointment applicants will be required to provide documentary evidence of their right to work in the United Kingdom.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a legal right to work in the UK? |  | Yes |  | No |

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| **EDUCATION/PROFESSIONAL QUALIFICATIONS AND TRAINING** |

Please refer to the Person Specification for the essential and desirable criteria required. You will be required to provide proof of qualifications, training, professional body membership if you are successful in this application.

**Qualifications**

You should list any relevant qualifications to include:

* Qualification Title (i.e. GCSE English Literature)
* Grade Achieved
* Date Qualification Achieved

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**Training Course Details**

You should list any relevant training and dates undertaken.

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**Professional Memberships**

The membership names listed below are those required to be verified by Blaenau Gwent County Borough Council (e.g. Education Workforce Council, Social Care Wales, etc).

|  |  |
| --- | --- |
| Membership name: |  |
|  |  |
| Membership/reference number: |  | Start date: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QTS (teaching staff) | Yes |  | No |  | EWC Registered? | Yes |  | No |  |

|  |
| --- |
| **CURRENT AND PREVIOUS EMPLOYMENT** |

Please provide your complete employment history in date order, starting with your most recent and include training placements, temporary unpaid or voluntary work experience.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | Job Title |  | Salary |  | Start Date |  | End Date |  | Reason for Leaving |
|  |  |  |  |  |  |  |  |  |  |  |
| **SUPPORTING STATEMENT** |

You should ensure that you use this section to fully demonstrate how you meet the essential requirements of the person specification and desirable requirements where appropriate, the information you provide in this section is important in assessing your application. Please use the fields below in conjunction with the person specification to expand on your suitability for the post.

You should include experience gained through paid or unpaid work, community activities or through domestic and family experience, which you think may be relevant to the requirements of the job.

Experience

|  |
| --- |
|  |

Knowledge and Skills

|  |
| --- |
|  |

Personal Attributes

|  |
| --- |
|  |

Special Working Conditions or Requirements

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| --- |
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**Additional Relevant Information and Experience**

Please provide any further information you feel relevant to your application.

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| **REFERENCES** |

Please supply the contact details for at least two referees, ideally these should cover your previous 3 years employment, one of which should be your current employer. If you have no previous employers, you should nominate individuals that can provide a character reference such as a schoolteacher, college tutor etc. Personal references from a relative, close friend or a Council Member will not be acceptable. The Council reserves the right to contact any previous employer of the candidate in order to verify their employment history.

|  |  |
| --- | --- |
| Referee name: |  |
|  |  |
| Referee job title: |  |
|  |  |
| Company name: |  |
|  |  |
| Reference type: |  | BGCBC Internal |  | Business |  | Character |
|  |  |
| Relationship: |  |
|  |  |
| Email address: |  |
|  |  |
| Contact number: |  |
|  |  |
| Contact prior to interview? |  | Yes |  | No |

|  |  |
| --- | --- |
| Referee name: |  |
|  |  |
| Referee job title: |  |
|  |  |
| Company name: |  |
|  |  |
| Reference type: |  | BGCBC Internal |  | Business |  | Character |
|  |  |
| Relationship: |  |
|  |  |
| Email address: |  |
|  |  |
| Contact number: |  |
|  |  |
| Contact prior to interview? |  | Yes |  | No |

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| **ADDITIONAL INFORMATION** |

**Relationships**

You will need to disclose if you are related to, or a partner of an Elected Member or employee of Blaenau Gwent County Borough Council. Related means the husband or wife, parent or child, grandparent or grandchild, brother or sister, uncle or aunt, nephew or niece (including in-laws).

Failure to disclose relationships or providing false information on your application form could lead to the withdrawal of an offer of appointment and have consequences for your employment with the council.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to, or a partner of any Elected Member or employee of |  |  |  |  |
| Blaenau Gwent County Borough Council? |  | Yes |  | No |

If yes, please state name and relationship:

|  |
| --- |
|  |

**Working in the UK**

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| --- |
| On appointment you will be required to provide documentary evidence of your right to work in the |
| United Kingdom. Do you need a work permit to work in the UK? |  | Yes |  | No |

**Notice Period**

|  |  |
| --- | --- |
| What notice do you need to give to your current employer? (if applicable) |  |

**Working time Regulations**

|  |
| --- |
| If you were offered a position with us, would you continue to hold any other |
| paid or unpaid/voluntary positions? |  | Yes |  | No |

If Yes, please provide your post title, organisation and hours worked.

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| **FINAL STATEMENTS** |

**Welsh Language**

If shortlisted, would you like the interview or any other method of assessment to be carried out in Welsh? If you choose yes, wherever possible, the interview will be conducted in Welsh or a simultaneous translation service will be provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Would you like the interview/assessment to be conducted in Welsh? |  | Yes |  | No |

**Guaranteed Interview Schemes**

The Council supports a number of initiatives where applicants are guaranteed an interview if they meet the essential criteria for the post.

* We are a Disability Confident Employer and guarantee interviews to disabled applicants.
* We operate under the Defence Employer Recognition Scheme and we guarantee interviews to members of the Armed Forces Community (including Reservists, Cadet Force Volunteers, Veterans and Military Spouses/Partners).
* We are committed to our responsibilities under the Corporate Parenting Charter and welcome applications from Care Leavers. We recognise we have a duty to support care leavers when they are looking for work so that they have the same support as their peers and can go on to gain employment and training. (A care leaver is defined as someone who has been formally looked after by a local authority, in the family home (with support from social services or a social worker), in kinship care with family, friends or relatives (including information kinship care), foster care, residential or secure care or legally adopted).

Please tick the appropriate box below if you wish to apply under the above schemes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Armed Forces Community |  | Disability Confident Scheme |  | Care Leaver |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require any special provisions, reasonable adjustments or equipment? |  | Yes |  | No |

If Yes, please give details:

|  |
| --- |
|  |

|  |
| --- |
| **REHABILITATION OF OFFENDERS & FINAL DECLARATION** |

**Rehabilitation of Offenders - Criminal Convictions/Cautions**

You should only complete this section if the position you are applying for is exempt from the Rehabilitation of Offenders Act, please refer to the advertisement.

Certain positions within the Council are exempt from the provisions of the Rehabilitation of Offenders Act 1974 due to the nature of the work involved, which includes working with children and/or vulnerable adults. Any offer of employment to these positions will be conditional and will include the requirement to apply for a Standard or Enhanced Disclosure and Barring Service (DBS) check, full detail of which is outlined on the advertisement and job description. Where the position involves regulated activity and requires an Enhanced DBS plus barred list check, you should not apply if you are included on the barred list.

If you are applying for a position which is exempt under the act you are required to disclose all unspent and spent cautions and convictions other than where certain cautions and convictions are considered protected (filtered). This means that, depending on the job, they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further advice and guidance on disclosing criminal records is available online from the Disclosure and Barring Service, Ministry of Justice or Nacro's Criminal Record Support Service.

Do you have a prosecution pending or have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Road traffic offences should be included).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, please provide details of any convictions or pending convictions:

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any spent cautions or convictions that are not protected? |  | Yes |  | No |

Not protected is defined by the Rehabilitation of Offenders Act 1974 (Exceptions)

Order 1975 (Amendment) (England and Wales) Order 2020.

If yes, please provide details of any convictions or pending convictions:

|  |
| --- |
|  |

**DBS Code of Practice**

The Council complies with the Disclosure and Barring Service Code of Practice and undertakes to treat all applicants for positions fairly and on the basis of merit. Disclosure of a criminal conviction or caution does not necessarily mean that you will not be appointed. In making the recruitment decision, suitability will be considered in light of all available information.

**Final Declaration**

I declare that the information provided on this application is complete and true and that I have not canvassed (either directly or indirectly) any Elected Member or employee of Blaenau Gwent County Borough Council and will not do so.

I acknowledge that failure to disclose convictions or providing false or deliberately misleading information on this form could lead to an offer of employment being withdrawn or employment being terminated.

I understand that if I am conditionally appointed to the position(s) applied for, this will be subject to confirmation following a series of checks as outlined in the letter of appointment, including the requirement to complete a standard/enhanced disclosure (if applicable).

I authorise Blaenau Gwent County Borough Council to obtain references if shortlisted for this position. In addition, I authorise Blaenau Gwent County Borough Council to obtain other reference checks as appropriate.

I am aware that the information contained on this application form will be stored on the Council's database for recruitment purposes only and may be copied for use during the recruitment process. If my application is successful, it will be passed to Organisational Development for purposes in relation to my employment and I give my consent to the information being held and used in this way. The Council is under a duty to protect the public, service users and the funds it administers and may use the information provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. Further details on this can be found on the Council's Privacy Notice which can be found here or on the Council's website here.

I have read, understood and agree to this declaration.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

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| **DIVERSITY MONITORING DETAILS** |

We are committed to equality of opportunity and it is our policy to ensure that individuals are recruited, selected, promoted and treated on objective criteria, having regard to relevant experience, potential, skills, and abilities. To assist in monitoring the effectiveness of our policy, we would be grateful if you would answer the following questions.

The information you provide below will be treated in the strictest confidence and will not be available as part of the recruitment process.

**Monitoring information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ethnic origin: |  | African |  | Any other Asian Background\* |
|  |  |  |  |  |
|  |  | Any other Black Background\* |  | Any other Ethnic Background\* |
|  |  |  |  |  |
|  |  | Any other Mixed Background\* |  | Any other White Background\* |
|  |  |  |  |  |
|  |  | Arab |  | Bangladeshi |
|  |  |  |  |  |
|  |  | British |  | Caribbean |
|  |  |  |  |  |
|  |  | Chinese |  | English |
|  |  |  |  |  |
|  |  | Gypsy or Irish Traveller |  | Indian |
|  |  |  |  |  |
|  |  | Irish |  | Northern Irish |
|  |  |  |  |  |
|  |  | Pakistani |  | Scottish |
|  |  |  |  |  |
|  |  | Welsh |  | White and Asian |
|  |  |  |  |  |
|  |  | White and Black African |  | White and Black Caribbean |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Marital status: |  | Civil Partnership – Opposite Sex |  | Civil Partnership – Same Sex |
|  |  |  |  |  |
|  |  | Divorced |  | Married |
|  |  |  |  |  |
|  |  | Other\* |  | Prefer not to say |
|  |  |  |  |  |
|  |  | Separated |  | Single |
|  |  |  |  |  |
|  |  | Widowed |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Religion: |  | Any other religion\* |  | Buddhism |
|  |  |  |  |  |
|  |  | Christianity |  | Hinduism |
|  |  |  |  |  |
|  |  | Islam |  | Judaism |
|  |  |  |  |  |
|  |  | No religion |  | Prefer not to say |
|  |  |  |  |  |
|  |  | Sikhism |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sexual orientation: |  | Asexual |  | Bisexual |
|  |  |  |  |  |
|  |  | Gay |  | Heterosexual |
|  |  |  |  |  |
|  |  | Lesbian |  | Other\* |
|  |  |  |  |  |
|  |  | Prefer not to say |  | Queer |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sexual identification: |  | Man |  | Non-binary |
|  |  |  |  |  |
|  |  | Prefer to self-describe\* |  | Woman |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender: |  | Female |  | Male |
|  |  |  |  |  |
|  |  | Unspecified |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender reassignment: |  | Information refused |  | Not applicable |
|  |  |  |  |  |
|  |  | Transgender Female to Male |  | Transgender Male to Female |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nationality: |  | English |  | Northern Ireland |
|  |  |  |  |  |
|  |  | Scottish |  | Welsh |
|  |  |  |  |  |
|  |  | Any other Nationality\* |
|  |  |  |  |  |
|  |  | British (not Channel Islands or IOM) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Main language: |  | English |  | Other\* |
|  |  |  |  |  |
|  |  | Welsh |  |  |

\* If stated other to any of the questions above, please specify here:

|  |
| --- |
|  |

Welsh Ability - Listening/Speaking

|  |  |  |  |
| --- | --- | --- | --- |
|  | 0 – No ability |  | 1 – Entry Level (A Little) |
|  |  |  |  |
|  | 2 – Foundation Level |  | 3 – Intermediate Level (Moderately) |
|  |  |  |  |
|  | 4 – Advanced Level (Quite Well) |  | 5 – Proficiency Level (Fluently) |

Welsh Ability - Reading/Understanding

|  |  |  |  |
| --- | --- | --- | --- |
|  | 0 – No ability |  | 1 – Entry Level (A Little) |
|  |  |  |  |
|  | 2 – Foundation Level |  | 3 – Intermediate Level (Moderately) |
|  |  |  |  |
|  | 4 – Advanced Level (Quite Well) |  | 5 – Proficiency Level (Fluently) |

Welsh Ability - Writing

|  |  |  |  |
| --- | --- | --- | --- |
|  | 0 – No ability |  | 1 – Entry Level (A Little) |
|  |  |  |  |
|  | 2 – Foundation Level |  | 3 – Intermediate Level (Moderately) |
|  |  |  |  |
|  | 4 – Advanced Level (Quite Well) |  | 5 – Proficiency Level (Fluently) |

British Sign Language Ability - Understand

|  |  |  |  |
| --- | --- | --- | --- |
|  | 0 – No ability |  | 1 – Entry Level (A Little) |
|  |  |  |  |
|  | 2 – Foundation Level |  | 3 – Intermediate Level (Moderately) |
|  |  |  |  |
|  | 4 – Advanced Level (Quite Well) |  | 5 – Proficiency Level (Fluently) |

British Sign Language Ability - Use

|  |  |  |  |
| --- | --- | --- | --- |
|  | 0 – No ability |  | 1 – Entry Level (A Little) |
|  |  |  |  |
|  | 2 – Foundation Level |  | 3 – Intermediate Level (Moderately) |
|  |  |  |  |
|  | 4 – Advanced Level (Quite Well) |  | 5 – Proficiency Level (Fluently) |

Do you consider yourself to have a disability?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Declined to specify |  | Disabled – Registered |
|  |  |  |  |
|  | Disabled – Self Certified |  | Not disabled |

Disability description:

|  |
| --- |
|  |

**August 2025**