

Application Form

Job Title:

Name:

Name of School:

Please complete the application form in black ink or type and ensure you complete all the sections.

Job Details

Section 1

Do you need permission to work in the UK?

Yes

No

Are you currently employed by Flintshire County Council?

Yes

No

If yes, please state for which Directorate / School and in what capacity:

The Governing Body

Will:

- Process your application confidentially and objectively.
- Tell you at the interview when you will know the outcome.
- Feedback from the interview can be provided on request.
- Take account of any specific needs you let us know about e.g. assistance with access, sign languages interpreters, large print, taped information etc. This includes, if appropriate, providing you with assistance in completing the application form.

Do's and don'ts

Please do ...

- Read the job description and application form thoroughly
- Relate your experience, giving examples, to the Essential Criteria listed on the Person specification
- Ensure what you include is relevant
- Read and sign the declaration
- Return the completed form to the address on the advert

Please don't ...

- Rely on any covering letter to give information needed at the short listing stage; all such information must be contained within the application form
- Assume that we will 'read between the lines'
- Rush when filling in your application form
- Include unnecessary details
- Expect your application to be considered after the closing date

Personal Details

Section 2

Last Name and Title:

First Name:

Home telephone number:

Mobile number:

Email address:

Address:

Present Employment (if currently employed)

Section 3

Employer's name and address:

Job Title:

Date appointed:

Grade:

Current salary:

Notice required:

Reason for leaving:

Section 4

Brief outline of duties in your current or most recent post:

Section 5

Previous Employment

Please list the most recent first and continue on a separate sheet if necessary.

Employer	From	To	Job Title	Salary/Grade	Reason for Leaving

Breaks in Employment History

Section 6

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.

Education				Section 7	
School(s) / College / University	From	To	Qualification / Subject	Grade	Dates

<p>Professional Qualifications</p> <p>Including details of professional association membership</p>	Section 8
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<p>Other relevant training attended in the last 5 years*</p>	Section 9
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*Please list the most recent first and continue on a separate sheet if necessary

Section 10

Information in support of this application

Please refer to relevant Job Description and Person Specification providing examples below of how your skills and experience match the accountabilities and requirements of this role. Continue on a separate sheet if necessary.

References

Section 11

Please give the names and addresses of two people whom reference can be made in support of your application (not relatives), one of whom must have known you in an employment capacity and also if in Education employment one must be from your most recent School/College. Flintshire County Council reserves the right to contact any of your previous employers.

Name and address:

Position / Relationship:

Preferred Contact Telephone:

Email:

Name and address:

Position / Relationship:

Preferred Contact Telephone:

Email:

If either of your referees knows you by another name please give details:

N.B. Please tick the box only if you **do not** want your referees to be contacted prior to interview

Close Personal Relationships

Section 12

Are you a relative or partner of, or do you have a close personal relationship with any employee, any elected member of Flintshire County Council or governor of the school? If 'yes' please state the name(s) of the person(s) and relationships. Yes No Name(s):

Failure to disclose a close personal relationship may disqualify you. Canvassing of County Councillors or employees of the Council by or on your behalf is not allowed.

Medical and Reference Agreement

Section 13

I understand and agree to complete the necessary form for the submission to the Occupational Physician for medical clearance and consent to Flintshire County Council seeking references from the above named persons.

Disclosure of Criminal Convictions

The successful candidate will be asked to complete an Enhanced Disclosure and Barring Service check. A conviction will not necessarily be a bar to obtaining employment.

The Rehabilitation of Offenders Act 1974

The job for which you are applying is one of those to which the provision of the Rehabilitation of Offenders Act in relation to spent convictions do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

Do you have any criminal convictions whether spent or unspent? Yes No

If Yes, please state:

If you do not disclose any conviction you have, it could lead to your application being rejected, or if you are appointed, may lead later to your dismissal.