BUCKINGHAMSHIRE COUNCIL APPLICATION FORM

PLEASE COMPLETE USING BLACK INK OR TYPE

APPLICATION FOR THE POST OF:

SERVICE:

JOB REF. NO: **(where available)**

SURNAME:

TITLE:

FORENAME(S):

Please give details of any previous surnames:

ADDRESS FOR CORRESPONDENCE:

POSTCODE:

E-MAIL ADDRESS:

TELEPHONE NUMBERS

HOME:

WORK:

May we contact you at work? Yes or No

MOBILE:

NATIONAL INSURANCE NUMBER:

PRESENT OR MOST RECENT EMPLOYMENT

Name & address of employer:

Nature of business:

Job title and summary of main duties:

Are you still currently employed by this organisation? Yes or No

Date of appointment:

Salary Scale and Current Salary:

Date and reasons for leaving (If applicable):

Notice required:

PREVIOUS EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue a separate sheet if necessary.

Employer's name and address:

From month / year:

To month / year:

Job title and summary of main duties:

Reasons for leaving:

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education:

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University:

Examination, course:

(with dates)

From:

To:

Result/Qualifications gained

INSERVICE TRAINING
Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title:
Provider:
Duration:
Dates:

Course Title:
Provider:
Duration:
Dates:

Course Title:
Provider:
Duration:
Dates:

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student, give appropriate school or college referees. References mustcover a consecutive five-year period**. It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name, please give details:

1st Referee

If this is your current employer, please confirm that we can contact before interview. Yes or No

Name:

Position:

Address:

E-mail address:

Tel:

In what capacity does the above know you?

2nd Referee

Name:

Position:

Address:

E-mail address:

Tel:

In what capacity does the above know you?

Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

Additional Information

1. To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process. Yes or No

2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes or No

   If so, please give details:

3. Do you hold a full current driving licence? Yes or No

4. Are you able to travel to different locations across the County? Yes or No

5. Have you ever been subject to any disciplinary action by your employer or professional body? Yes or No

   If you have, please give details:

6. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor? Yes or No

   If yes, please state name of person and relationship:

7. If you have a disability, please let us know of any special arrangements you may need to make if you are short listed for interview:

8. Where did you see the advertisement for this post? Please circle or delete as appropriate:

☐ BC job website ☐ BC social media ☐ TES ☐ School website ☐ Careers fair ☐ Other website

DECLARATION

I agree that any offer of employment with Buckinghamshire Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Buckinghamshire Council will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-BC employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our Privacy Policy.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Council.

Signed:

Date:

Applications should be sent directly to the recruiting school, unless otherwise stated in the advert. You can find the appropriate email/postal address under the relevant entry in the Buckinghamshire Council Schools Directory on https://services.buckscc.gov.uk/school-admissions/schools

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the recruitment monitoring form. Application form updated February 2022

Buckinghamshire Council is committed to equality of opportunity for all.

The information you give is confidential and is used for monitoring purposes only.

Recruitment Monitoring

Application for the post of:

Job reference no:

Full name:

I identify my gender as (please select as appropriate)

☐ Male ☐ Female ☐ Transgender ☐ Prefer not to say

Date of birth:

Do you consider yourself to have a long term disability, or physical or mental impairment? Yes or No

If yes, please specify details?

We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to takepart in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme? Yes or No

If you are currently employed by Buckinghamshire Council, please indicate that you are an internal applicant. Otherwise please choose external.

☐ Internal ☐ External

Please confirm your nationality (as stated in your passport):

Which of the following best describes yourself:

Bisexual ☐

Gay man ☐

Gay woman/ lesbian ☐

Heterosexual (straight) ☐

Other ☐

Prefer not to say ☐

Please complete the next page

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist ☐
Christian ☐
Hindu ☐
Jewish ☐
Muslim ☐
Sikh ☐
No religion ☐
Other ☐
Prefer not to say ☐

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

White British ☐
White Irish ☐
White Other ☐
White and Black Caribbean ☐
White and Black African ☐
White and Asian ☐
Gypsy or Irish Traveller ☐
Mixed Other ☐
Indian ☐
Pakistani ☐
Bangladeshi ☐
Asian Other ☐
Black Caribbean ☐
Black African ☐
Black Other ☐
Chinese ☐
Chinese Other ☐
Other Ethnic Group ☐
Prefer not to say ☐

"Office information – once completed this monitoring form must be detached from the application before submission for shortlisting"