

# Job Application Form

city of  
**stoke-on-trent**



Completed application forms should be returned to the school unless stated otherwise.

## Section A

### 1. Vacancy Details

Job Title			
Vacancy ID		Applicant ID (for office use only)	
School		Closing Date	

### 2. Source

www.stoke.gov.uk     www.gov.uk/jobsearch     www.wmjobs.co.uk     Newspaper (Please specify:    )

Professional Journal (Please specify:    )     Social Media (Please specify:    )     Other (Please specify:    )

### 3. Personal Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
First Name(s)		Surname	
Address			
Post Code		Email Address	
Tel No. Home		Tel No. Mobile	
Date of Birth		National Insurance No.	

Qualified Teacher Status (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
DfES Reference No		Date Issued	

Do you have full clean driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have the ability to travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### 4. Right to Work in the UK (Asylum and Immigration Act 1996)

If appointed you will be required to provide proof of current and valid permission to be in the United Kingdom and to do the type of work offered. A list of valid documents are available at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)

Are you able to provide the documents required?    Yes    No

## 5. Rehabilitation of Offenders

The city council welcomes applications from all candidates. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974.

Do you have any unspent convictions?  Yes  No

If YES, please give details of the offence(s), including the date and sentence:

The Rehabilitation Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in dismissal.

## 6. Criminal Convictions

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes  No

If YES, please provide full details below including the date and nature of the offence:

The City Council will check with the DBS to see if you have any criminal convictions. For information regarding filtering of convictions please see: <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Are you registered with the Update Service?  Yes  No

Any information will be treated as confidential. You should note that disclosing a conviction does not automatically bar you from appointment. Failure to disclosure may result in withdrawal of any job offer in relation to this form.

## 7. References

Please give the name and address of two people, one of whom must be your present employer (or in the case of a newly qualified teacher your training establishment and one of your placements).

### 1. Present / Last Employer:

Name		Title/ Position	
Address			
Post Code		Email Address	
Tel No.		Tel No. Mobile	

### 2.

Name		Title/Position	
Address			
Post Code		Email Address	
Tel No.		Tel No. Mobile	

**Please note – in the interest of safeguarding if your post requires you to work with children we will contact your referees prior to an interview. For all other post references will be sought on appointment**

## 8. Declaration

I declare that all the information I have provided is true, and I have not canvassed a member / officer of the council directly or indirectly, in connection with this application and further to that will not do so.

Signature

Date

To your knowledge are you related to any members / employees of the City Council? Yes  No

If YES, please specify who:

## 9. Equality and Diversity - For monitoring purposes only

Gender

Female  Male  Prefer not to say

Applicants should answer this question according to their current gender presentation, which may be different to that assigned at birth

Marital Status

Single  Married  Civil Partner  Widowed  
 Divorced  Dissolved  Separated  Prefer not to say

Sexual Orientation

Opposite Sex (Heterosexual)  Opposite and Same Sex (Bisexual)  
 Same Sex (Lesbian / Gay)  Prefer not to say

Disability

Do you consider yourself to be disabled under the Equality Act 2010?

Yes  No  Prefer not to say

Ethnic Origin

### White

British  
 Irish  
 Irish Traveller  
 Gypsy / Roma  
 Other White

### Mixed

White / Asian  
 White / Black African  
 White / Black Caribbean  
 Other / Mixed

### Asian / Asian British

Pakistani  
 Indian  
 Bangladeshi  
 Other Asian

### Black / Black British

African  
 Caribbean  
 Other Black

### Chinese / Other Ethnic

Chinese  
 Other

Other Please state:

Prefer not to Say

Religion / Belief

I would describe my religion and belief as:

No Religious Belief  Prefer not to Say



**12. Supporting Information** (continue on a separate sheet if required)

Please tell us why you are suitable for the job and provide as much information as you can about your skills, abilities, knowledge and experience.

**13. Current / Last Employment** \* Previous employers may be contacted to validate information provided.

Name of Employer			
Address			
Post Code		Tel No	
Job Title		Local Authority	
Date: From		Date: To	
Salary including details of allowances / benefits i.e. TLR, SEN, R&R Leadership Range			
Brief Description of your Current / Last Job			
Reason for leaving /wanting to leave		Notice Period	

**14. Previous Employment** \* Start with the most recent (continue on a separate sheet if required).

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

**If you have any gaps in your employment or education, please explain them here** (continue on a separate sheet if required)

**Please detail below any dates when you would not be able to attend an interview. Every effort will be made to avoid these dates but this may not always be possible.**

Thank you for taking the time to complete this application form.

If you have not received any further communication within 8 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

If you require the application form in an alternative format, please contact us.

Employee Resourcing Team,  
Stoke-on-Trent City Council,  
Floor 2, Civic Centre,  
Glebe Street  
Stoke-on-Trent  
ST4 1HH

Telephone Number: 01782 238189

E-mail: [recruitment@stoke.gov.uk](mailto:recruitment@stoke.gov.uk)

**[www.stoke.gov.uk/jobs](http://www.stoke.gov.uk/jobs)**

