**Application for Employment (Schools)**

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| **Vacancy Details** |

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| Position Applied for:  Position/Requisition Reference number (if known): |

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| **Personal Details** |

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| Are you currently employed by Flintshire county Council? *(Please circle)* Yes No  If yes please provide your Payroll Reference  Title: Surname:  First Name:  NI Number:  Home Telephone Number:  Mobile Telephone Number:  Email address: (*to be used for all recruitment correspondence)*  Address:  Postcode: |

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| **Please provide a brief outline of duties in your current or most recent job** |

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| **Employment Information** |

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| *Please provide full work history (most recent first). If leaving full time education enter the school or university details*   |  |  |  | | --- | --- | --- | | Name of employer | | Job title | | Dates from | to | Reason for leaving | | Name of employer | | Job title | | Dates from | to | Reason for leaving | | Name of employer | | Job title | | Dates from | to | Reason for leaving | | Name of employer | | Job title | | Dates from | to | Reason for leaving | | Name of employer | | Job title | | Dates from | to | Reason for leaving | |

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| **Qualifications** |

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| Please list below qualifications relevant to the position applied for as detailed on the Person Specification   |  |  |  |  | | --- | --- | --- | --- | | Qualification | Subject | Grade | Date Obtained | |  |  |  |  | |

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| **Professional Memberships** |

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| Please list below any Professional Membership relevant to the position applied for as detailed in the Person Specification. This should include Teacher/GTCW/Care Council Registration details where applicable.  Membership Name   |  |  | | --- | --- | | Membership Number | Membership Level | | Start Date | Expiry Date *(if applicable)* | |

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| **Driving Licence** |

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| *Please complete if driving is identified as an essential requirement for the position in the Person Specification*  Do you have a valid driving licence appropriate for this position? *(Please circle) Yes No* |

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| **Supporting Statement** |

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| *Please outline the skills and experience you have gained through paid and / or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. These details will be used for shortlisting purposes therefore it is essential that the information and examples you provide demonstrate how you meet the criteria as outlined in the Person Specification. Please continue on a separate sheet if necessary.* |

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| **References** |

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| Please give the names and details to whom reference can be made in support of your application covering a minimum of two years of employment.  If during the last 2 year you have not been in paid employment or have been self employed, referee details are not required as further information will be sought from you should a conditional offer of employment be made.  We reserve the right to contact any of your previous employers.  Relatives, Partners, Elected Members, or any member of the School Governing Body, MUST NOT be nominated as referees. To do so will disqualify the applicant for the appointment.  School or College leavers must provide one referee from a senior member of staff from their school, college or university.  References will only be applied for once a verbal offer has been accepted.  **Reference 1**  Referee Name:  Referee Job title:  Company Name:  Contact Telephone Number:  Contact e-mail address:  **Reference 2**  Referee Name:  Referee Job title:  Company Name:  Contact Telephone Number:  Contact e-mail address: |

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| **Additional Information** |

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| **Relationship with Members or Council Employees**  In order to ensure that our recruitment selection process is as fair and objective as possible, we need to know if you are related to, or have a close personal relationship with, an Elected member, School Governor or Employee of Flintshire county Council. If so, please give details below.  An applicant who knowingly fails to disclose such a relationship shall be disqualified for the appointment.  *Please give details*  Name  Relationship |

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| **Guaranteed Interview Schemes for Disabled Applicants (GIS)** |

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| Flintshire County council guarantees to interview disabled applicants who meet the essential criteria for the post.  Applicants with disabilities do not have to provide any information unless they want to and any information regarding disability will only be used to ensure that applications are given full consideration under the Guaranteed Interview Scheme.  **Do you wish your application to be considered under the above scheme?** *Please Circle* **Yes No** |

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| **Rehabilitation of Offenders Act 1974** |

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| Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 you need not normally disclose details of any ‘spent’ convictions. You must however disclose any unspent convictions.  **Do you have any unspent i.e. live convictions?** *Please Circle* **Yes No**  **If yes, please give full details of each offence continuing overleaf if necessary** |

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| **Welsh Language Skills** |

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| As part of our commitment to providing services in Welsh, we regularly monitor the Welsh Language ability of both applicants and employees; as such please complete the following Welsh Language Skills assessment. This information will be used for monitoring purposes only and will not be considered as part of your job application.  If the Person Specification indicates that Welsh is essential for the role please ensure you have covered this in your Supporting Statement.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **1 None** | **2 Foundation** | **2 Intermediate** | **4 Advanced** | **5 Fully Proficient** | | **Listening/Speaking** |  |  |  |  |  | | **Reading** |  |  |  |  |  | | **Writing** |  |  |  |  |  | |

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| **Data Protection Act 1998** |

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| Any personal information supplied by you will be held, stored, used and/or processed as and when necessary by Flintshire County Council for the purposes of carrying out their public function, for equal opportunities monitoring and for the prevention and detection of crime.  Disclosure of your personal data may take place and be given to external parties should they show reasonable cause for disclosure to be made and to the extent that the law allows.  By submitting this form I agree that any information I provide may be used and shared within Flintshire County Council for the above purposes. |

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| **Declaration** |

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| By submitting this form I consent to Flintshire County Council undertaking appropriate pre-employment checks as appropriate to the position applied for.   |  |  | | --- | --- | | **Signed:** | **Date:** |   Please return your completed form to the relevant school. |