Durham County Council Application Form

STRICTLY CONFIDENTIAL

TO BE COMPLETED BY THE APPLICANT			
Post title		**Post ref no**	
School		**Closing date**	
Surname		**Title**	
Forename(s)			
Address		**Tel no (Home)**	
		Mobile no	
Postcode		**Work no**	
Email address			
Job share	Do you wish to apply for this post if a job share capacity?	**Yes** ☐	**No** ☐

Where did you see the advert for this post?					
☐	DCC website	☐	North East Jobs	☐	DCC intranet
☐	Job Centre	☐	Northern Echo	☐	Evening Chronicle
☐	Advertiser	☐	Specific journal	☐	Other

Do you consider yourself to be a person with a disability? **Yes** ☐ **No** ☐ **Prefer not to say** ☐

If you have answered yet, please detail any specific requirements to assist you with an interview and we will try to make the necessary arrangements

This may include a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Applicants with a disability will be invited for interview if they meet the essential criteria on the person specification.

Are you Looked After by a Local Authority? **Yes** ☐

Looked After Young People are guaranteed an interview if you meet the essential criteria of the advertised post.

Are you a Veteran and meet the criteria below? **Yes** ☐

Veterans who have served in the Regular Armed Forces are guaranteed an interview if you meet both the essential criteria of the advertised post and one of the following criteria: a) currently serving in the regular armed forces and are within 12 weeks of your discharge date **or** b) the regular armed forces was your last long term employer and no more than 3 years has elapsed since you left the regular armed forces.

EQUAL OPPORTUNITIES MONITORING FORM	**Post ref no**	

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits, therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us, we would appreciate it if you would complete this short questionnaire. You only need to answer if you feel happy to do so – your answers will be treated with the utmost confidence and will only be used for statistical purposes.

Are you	Female ☐	Male ☐	Prefer not to say ☐	Prefer to self-describe:			
Date of birth	DD/MM/YYYY					Prefer not to say ☐	

What is your relationship status?	Married or civil partnership ☐	Not in a married or civil partnership ☐	Prefer not to say ☐	

Do you consider yourself to be a person with a disability?	Yes ☐	No ☐	Prefer not to say ☐

What is your religion or belief?							
☐	Agnostic	☐	Atheist	☐	Baha'i faith	☐	Buddhist
☐	Christian	☐	Hindu	☐	Humanism	☐	Jewish
☐	Muslim	☐	Rastafarianism	☐	Sikh	☐	No religion
☐	Prefer not to say						

How do you describe your sexuality?					
☐	Heterosexual/straight	☐	Bisexual	☐	Prefer not to say
☐	Gay or Lesbian	Prefer to self-describe:			

Please describe your ethnic origin						
White	☐	White British	☐	White English	☐	White Irish
	☐	White Northern Irish	☐	White Scottish	☐	White Welsh
	☐	White Other	☐	White Gypsy or Irish Traveller		
Asian/ Asian British	☐	Indian	☐	Bangladeshi	☐	Pakistani
	☐	Chinese	☐	Any other		
Black/African/ Caribbean/ British	☐	African	☐	Caribbean	☐	Other
Mixed	☐	White Asian	☐	W/B African	☐	W/B Caribbean
	☐	Mixed Other				
Arab	☐	Arab				
Other	☐	Any other ethnic group	☐	Prefer not to say		

DECLARATION

Under the council's constitution, you are required to state whether, to the best of your beliefs, you are a relative of an existing Councillor or Officer of the Council or of a partner of such persons. This includes parent, grandparent, partner, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece.

Name of Councillor	**Relationship**

Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.

Under the Local Government Act 1972 (Section 116), Members of Durham County Council are disqualified from being appointed to any paid office at the council for 12 months after they cease to be a member.

☐ I confirm that I have not been a Member (Councillor) for Durham County Council within the last 12 months.

Data Protection Statement
The school is committed to confidentiality and complies with the Data Protection Act 2018. All information will be handled and stored sensitively and used only for its intended purpose.

STATEMENT

I certify that the information I have given is true and complete. I authorise Durham County Council to check the details I have supplied with any other agencies, including other local authorities and the police. I understand that I am responsible for the accuracy of information submitted and making a false declaration or knowingly providing false information may constitute fraud and may lead to dismissal without notice.

Should the circumstances I have declared on this form change, I understand that I must notify Durham County Council immediately.

Durham County Council is under a duty to protect the public funds it administers and, to this end, may use the information you have provided, or any information that is held within this council, for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I declare that I fully understand that Durham County Council has a zero-tolerance approach to fraud and corruption. I understand that by signing this declaration I am agreeing that I am not involved in any serios or organised crime or any criminal activity and if this is found to be untrue, this may lead to dismissal without notice.

I agree to the above statements and will sign and date a copy of this application as a true record if I am invited for an interview.

Signature		**Date**	

FOR OFFICE USE ONLY			
Candidate Ref No		**Post Title & Ref No**	

EDUCATION (appointment will be subject to receipt of official certificates in support of below)

Secondary Education				
School	**Qualifications**	**Subject**	**Date**	**Grade**

Further and Higher Education				
School, College, University	**Qualifications**	**Subject**	**Date**	**Grade**

TECHNICAL OR PROFESSIONAL MEMBERSHIP/QUALIFICATION				
Institute	**Grade of membership**	**Year of election**	**Registration number**	**Expiry date** (if applicable)

EMPLOYMENT DETAILS (including work experience, training schemes)			
Present/most recent post			
Name of employer			
Employer address			
Salary		**Notice period**	
Start date		**Leave date** (if applicable)	
Reason for leaving/seeking new employment			

Do you have any additional employment that you intend to continue if appointed to this post?	**Yes** ☐	**No** ☐
Please detail the nature and hours of work		

PREVIOUS EMPLOYMENT				
Name and address of employer	**Post and salary**	**Dates**		**Reason for leaving**
		From	**To**	

PERSON SPECIFICATION

Please use this section to demonstrate how you meet the essential and/or desirable experience, skills and knowledge, as set out on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted.

REFEREES

Please provide information for TWO people who will provide you with a reference. Referee 1 should be your present or most recent employer or, if you are a school leaver, should be the Headteacher of your last school.

Next of kin or immediate relatives should not be named as referees.

PLEASE NOTE: for posts involving contact with children and vulnerable adults, the council has the right to seek references from any or all previous employers/managers prior to interview.

Referee 1		**Referee 2**	
Name		Name	
Job title		Job title	
Address		Address	
Tel no		Tel no	
Email		Email	
Relationship to referee		Relationship to referee	
This reference can be requested prior to interview	☐	This reference can be requested prior to interview	☐

ADDITIONAL INFORMATION

This space can be used to detail any other skills (not already detailed in section B) that you consider relevant to the post. This may include a particular skill or qualities that will help us assess your suitability for the post.