

## APPLICATION FOR EMPLOYMENT HALTON SCHOOL VACANCIES

*As an equal opportunities organisation,  
applications for employment are welcomed from all  
sections of the community*

**Your application form should be typed or written in a black ink**

Application for the post of: <b>JOB TITLE: DATA &amp; ADMIN RECEPTIONIST</b>  NAME OF SCHOOL: THE BRIDGE SCHOOL	Thank you for your application.  <i>Please return all parts of this and any supplementary forms to:</i>  The Bridge School Chadwick Road Astmoor Runcorn. WA7 1PW  Or email to: <a href="mailto:Bev.MacQuire@halton.gov.uk">Bev.MacQuire@halton.gov.uk</a>
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**PERSONAL DETAILS**

Family Name ( <i>BLOCK CAPITALS</i> )	Any Former Family Name(s) or Any Other Names you have been known by or are "known as" ( <i>BLOCK CAPITALS</i> )
First Name(s) ( <i>as shown on birth certificate</i> )	Known as
Preferred Title Mr /Mrs /Miss /Ms /Other ( <i>delete as appropriate</i> )	Date of Birth
Current Address	Home Telephone No  Mobile Telephone No  Work Telephone No
Postcode	May we telephone you at work?                      YES / NO
E-Mail Address	National Insurance Number
How do you prefer to be contacted? Letter / Email ( <i>delete as appropriate</i> )	
Are you an internal applicant?                      YES / NO	If YES, please give HR number

**The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, volunteers and workers to share this commitment**

If it is a requirement of the job for which you are applying that you are registered with a professional body, please confirm that you are currently registered? YES / NO	
Name of Professional Body (if applicable)	Professional Body Registration No (if applicable)

**DRIVING OR CAR OWNERSHIP STATUS** (To be completed if a requirement on person specification)

Do you hold a current, full, valid UK driving licence? YES / NO	Do you have a car available for work? YES / NO
Please state type of licence held (delete as appropriate) Full            LGV            PSV            HGV	If your licence has any endorsements or penalty points, please give details

**DETAILS OF EDUCATION AND QUALIFICATIONS (including current courses of study)**

*Please list, in chronological order, starting with the most recent, only those qualifications that are relevant to your application by referring to the person specification. **You will be required to provide documentary proof of all qualifications and grades you list on your application form.***

*Any offer of employment may be rescinded if you cannot provide such proof and you may be dismissed if having been appointed it later comes to the Council's attention that evidence of qualification has been falsified or a false claim to having a particular qualification has been made.*

Full name and address of Schools, Colleges or Universities attended	Dates Attended		Qualifications gained and name of awarding body	Grade Awarded	Date of Award MM/YYYY
	From MM/YYYY	To MM/YYYY			

**RELEVANT TRAINING**

Please list any recent course(s) or professional development you have undertaken which you consider to be relevant to the job and/or specified in the person specification.

MM/YYYY	Organising Body	Course Title	Duration

**CURRENT OR MOST RECENT EMPLOYMENT**

Full name and address of current or most recent employer, including postcode	Job Title
	Present Basic Gross Salary £
	Present Salary Grade ( <i>if applicable</i> )
	Additional Allowances or Payments £ Reason for Additional Allowances or Payments
Telephone no of current or most recent employer	Date Appointed (DD/MM/YYYY)
Period of Notice required by current employer or date left previous employment (DD/MM/YYYY)	Reasons for Leaving

**PREVIOUS EMPLOYMENT AND EDUCATION HISTORY (in date order, starting with most recent)**

Please state, in chronological order, starting with the most recent, your full employment and education history, including voluntary work, since leaving secondary education. If there are any periods of time that have not been accounted for, please comment upon them in this section. Any unexplained gaps in the chronological history may result in your application for employment not being considered.

(Use additional sheets if necessary and include your name, the school at which the vacancy exists and the job reference number on each sheet).

Name and full address of employer	From DD/MM/YYYY	To DD/MM/YYYY	Post Held	Reason for Leaving/ Change/Gap

Have you ever accepted Voluntary Severance or Voluntary Early Retirement from Halton Borough Council? YES / NO

**OUTSIDE INTERESTS RELEVANT TO THE JOB**

Please state here any outside interests you have which are relevant to the job you have applied for, giving details of any organisations and dates.

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please support your application by relating what experience, skills, knowledge and personal qualities, including, where applicable, commitment to safeguarding and promoting the welfare of children, young people or vulnerable adults, you can bring to this job. Please ensure that you relate your statement directly to the requirements outlined in the person specification

(Use additional sheets if necessary and include your name and job reference number on each sheet).

HALTON SCHOOLS VACANCIES

## REFERENCES

Please give the names and contact details of two referees, **one of which** must be your current or most recent employer or, for students, your personal tutor or head teacher. **The second referee** should preferably be a previous employer or someone who can comment on your suitability for the job. References will **not** be accepted from relatives, in-laws, step-relations, friends or immediate work colleagues.

Please inform your referees that s/he may be contacted to provide a reference for you in respect of this specific application. References will only be requested if you are shortlisted for this post.

The Council reserves the right to take up references with any previous employer.

For posts involving working with children, young people or vulnerable adults:

If you are not currently working with children, young people or vulnerable adults, but have done so in the past, the second referee should be the employer who most recently employed you in a role working with children, young people or vulnerable adults.

If you currently work with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, your previous employer will be asked about these issues.

Current or most recent employer	Previous employer/other
<p>Name</p> <p>Occupation</p> <p>Organisation</p> <p>Full address, including postcode</p> <p>Email Address</p> <p>Tel No</p> <p>Referee's preferred method of communication</p> <p>Letter / Email</p> <p>In what capacity does the referee know you?</p> <p>If this referee knew you by another name, please write name(s) below</p>	<p>Name</p> <p>Occupation</p> <p>Organisation</p> <p>Full address, including postcode</p> <p>Email Address</p> <p>Tel No</p> <p>Referee's preferred method of communication</p> <p>Letter / Email</p> <p>In what capacity does the referee know you?</p> <p>If this referee knew you by another name, please write name(s) below</p>

A reference will be taken up from your present/most recent employer. Please mark the box with a cross if you do not want us to contact your referees without your prior agreement. **Please note** however, if this job involves working within children or vulnerable adults **all** references will be taken up prior to interview.

Please do not contact my present / most recent employer

## ARRANGEMENTS FOR INTERVIEW

Please tell us when you are not available for interview in the six weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been stated.

If you have any personal relationship to any Halton Borough Council Elected Member, member of a committee, panel or other group of the Council or employee of the Council or Governor of a school, please give their name and state relationship. Any approach to Elected Members, Governors or employees to influence a selection decision will disqualify you. This does not stop an Elected Member, Governor or employee providing a written reference for you.

Name	Relationship
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Name	Relationship
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## CRIMINAL RECORDS AND BARRED LIST(S) CHECKS

Successful applicants may be required to obtain a satisfactory Disclosure and Barring Service (DBS) Enhanced Criminal Records and/or Barred List(s) Check. A copy of the DBS Code of Practice is available on request. Further information about the criminal records and barred lists checking process can be found at [www.gov.uk](http://www.gov.uk)

## CONVICTIONS DISCLOSED WILL NOT NECESSARILY BE A BAR TO APPOINTMENT

I certify that the information detailed on this application form and any supplementary sheets is correct and that all the questions have been accurately and fully answered. I understand that providing false information is an offence and if I am appointed to the post applied for, any proven intentional falsification may be the subject of disciplinary action, which may result in my dismissal from the Council and that the Council may also refer me to my professional registration body, the DBS or the Police, if appropriate.

I acknowledge that it is my responsibility, if invited for interview, to disclose any information to the Interview Panel, which may affect the decision to allow me to work with vulnerable groups.

I agree that any information given on this application form can be processed for data protection purposes. If I am appointed to the post applied for, I agree to further personal information, including sensitive personal data (e.g., information about health, racial/ethnic origin, sexuality, bank account details, etc.) being held and processed by the Council in accordance with data protection legislation.

I agree to the Council making such other enquiries as it judges necessary to come to a view as to my suitability for appointment to the post for which I have applied. I agree to disclosures of personal data to the Council by any person whose name I have given as a referee in relation to this application.

I understand the Council may search its records, whether computerised or not, in order to ascertain whether there is any information held in those records which is relevant to my application for employment. I understand that the Council will take any relevant information into account in deciding whether or not to appoint me to the post for which I applied.

I understand that the Council has certain duties as a public body so may use the information provided on this application for employment form for the prevention or detection of crime, the apprehension or prosecution of offenders, or the assessment or collection of any tax or duty or of any imposition of a similar nature. This information may be shared, for the same purposes, with other public authorities.

Halton Borough Council is under a duty to protect the public funds it administers, and to this end we 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

Signature: .....

Date: ..... 201