

**Please insert details**



Job Title:

Job No:

School:

[Empty input box for job details]

## Application for employment

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire if one has been provided or on separate sheets of paper.

### Personal Details

Title (select as appropriate): Dr  Mr  Mrs  Miss  Ms  Other (please specify)

Surname(s):

First name(s):

Previous surname(s):

Address:

Post Code:

Email Address:

Telephone: Work:  Home:   
Mobile:

Where did you find out about this job?

National Insurance No\*:

Date of Birth\*:

DFE No (Teachers Only):

GTC Registered (Teachers Only): Yes:  No:

NQT (Teachers Only) :	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Date of Satisfactory Completion of Induction:	<input type="text"/>
Induction Assessments Completed :	0: <input type="checkbox"/> 1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/>

If you are related to any councillor or employee of Kirklees Council or a member of a Kirklees school governing body in the case of jobs in schools, please give details.  
If none, please tick the box

Name:

Job title:

Relationship to you (aunt, brother, partner etc):

If the job requires you to have a driving licence please tick which type of licence you hold:

Full  HGV  PSV  None

\* This information is required to ensure correct identification of candidates

**References**– remember to ask your referees for permission before you give their name.  
**One Reference must be from your current employer or your most recent employer**

Name:

Email:

Address:

Post Code:

Tel:

Occupation:

Relationship:

Name:

Email:

Address:

Post Code:

Tel:

Occupation:

Relationship:

References will be requested as part of the recruitment process and they will form part of the decision making process. . As part of the Keeping Children Safe in Education guidance, it is advised that Schools request references prior to interview.

Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority will be required to provide representation.

## Work History

### Present Employment (or last job for applicants currently unemployed)

Job title:

Date employment started:

Date employment ended (if applicable)

Reason for leaving/looking for other employment :

Notice required (if applicable):

Name of employer/School:   
Name of Local Authority/Agency:

Address:

Post Code:

Current Salary:

Grade:

Briefly describe  
your duties:

## Previous Employment

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

Job Title	Main Duties	Name and Address of Employer	From	To	Wage/Salary	Reason for Leaving

If you need more space, please attach additional sheets and tick this box



**Education and Qualifications**

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

Name of Schools/ College/ University Attended	Periods of Study. Please indicate Full/Part Time		Degrees or certificates obtained	Dates of Awards
	From	To	Details/subject/grades	

If you need more space, please attach additional sheets and tick this box



**Breaks / Gaps in Employment / Education**

**Please explain any breaks in your educational attainment and/or employment history in the following space.**

If you need more space, please attach additional sheets and tick this box

**Have you have lived or worked abroad in the past 5 years for a period of 6 months or more? If Yes, please ensure that you detail below the dates and countries where you resided / worked:**

**For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, Schools are required to carry out any additional checks that they think appropriate so that any events that have occurred outside of the UK can be considered.**

**These further checks should include a check for information about any Teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teachers' system. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants. For more information please [Click here](#)**

## Relevant Information

**Please read this section carefully as this is the most important part of your application**

Using this page and if needed additional paper, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification in the following order or by completing the questionnaire if attached:

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

If you need more space, please attach additional sheets and tick this box

## Additional Information

- \*\*If you are in receipt of a pension payable under the Teachers' Pension Regulations following early retirement, please indicate the grounds on which you were retired:**

**\*\*Please note – this clarification is required as a result of the Teacher's Pensions regulations, it will not be used for any other purpose when considering your application.**

Interest of efficiency / Redundancy / Ill health (delete as appropriate).

Date of retirement

In certain circumstances where you are in receipt of your pension from Teachers' Pensions, this limits you to the amount of work you can undertake, or in some cases (if a health related retirement) it prevents you from returning to work at all.

There are different regulations depending on the type of retirement and the date the pension was awarded.

If you think that this applies to you then please seek advice from Teacher's Pensions by calling: 0345 6066166 or speak to the Pensions Team at Kirklees Council by calling: 01484 225095.

- If you have received a redundancy payment in respect of a previous employment with a local authority (including Kirklees) please give details.**

**\*\*Please be aware that if you have recently received a redundancy payment from your previous employer (and your employer was one that is listed under 'The Redundancy Modification Order') a relevant break in service must occur before you re-commence any period of re-employment, If this applies to you then please seek advice from our Pensions Team by calling 01484 225095.**

Name of Authority

Date of Redundancy

## Criminal Convictions

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance: <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

***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) by SI 2013 1198? Please give details below:***

Date	Details of conviction, caution, reprimand or warning	Penalty

Are there any matters pending? Yes  No

If 'Yes' please give details

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

Last name:

First name:

Signed:  Date:

N.B. If you fail to complete this section of the application form you may not be shortlisted or invited to attend an interview. We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail if invited for interview.

# Important Notice to Applicants

Kirklees Council takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, ie known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate. This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

GDPR (General Data Protection Regulations) apply. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Council reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

**I have not canvassed (either directly or indirectly) any councillor or employee of Kirklees Council and will not do so.**

**I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

Please sign the form\*

Signed

Date:

Print Name:



## **Additional Information for Applicants** **(Please read before completing the form)**

**Tear off and retain**

### **Kirklees Council**

Kirklees Council is the largest organisation in the area providing a wide range of services for the diverse local community of some 423,000 residents. We have a multi-million pound budget and employ around 17,300 people (12,400 full time equivalents).

We provide excellent working conditions for all employees including generous holidays, flexible hours of work for most jobs and the opportunity to enjoy the benefits of being a member of the Local Government Pension Scheme. Staff receive first class training and support and there are a number of schemes and policies to assist employees.

All new employees to Kirklees Council are subject to a six month probationary period. (Please see below for teachers).

If this is not going to be your only job whilst employed by Kirklees Council you must discuss and agree this with your line manager.

Further details on Kirklees can be found on our website at [www.kirklees.gov.uk](http://www.kirklees.gov.uk)

### **Induction (Teachers)**

The Education (Induction Arrangements for School Teachers)(England) Regulations 2008 require newly qualified teachers to complete successfully an induction period before being confirmed into employment. For a full-time teacher the length of the induction is one year (3 terms) and for a part-time teacher the period of time it would take to complete a full year of service. Information explaining about the induction year will be provided upon appointment to a post.

### **Qualifications (Teachers)**

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

### **What Happens Next?**

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies.

Please contact us if you require special arrangements or adjustments for the Interview.

## **Complaints Procedures**

If existing employees have any concerns over a recruitment exercise they have recently undertaken – please refer to the Council's Dispute Resolution.

The guidance for external applicants is as follow:-

The Council has both a desire and statutory duty to ensure that employees are appointed solely on merit and that all processes and procedures are fair, transparent and accommodate individual needs by way of reasonable adjustments where these are required. If you apply for a job with the Council and you consider that at either the short-listing or interview stage you have not been treated fairly or you do not understand the recruitment decisions, you may take the following steps:-

1. Contact either the Chair of the recruitment panel or the Chair of the Schools Governing Body and request feedback on why you have not been successful at either short-listing or interview.
2. If you are not satisfied with the feedback provided – write to HR Recruitment, 3rd Floor, High Street Buildings, Huddersfield HD1 2NQ or, telephone 01484 221000 and you need to set out reasons why you think you may have been treated unfairly. (This needs to be set out clearly – something more substantial than you simply do not agree with the recruitment decision making). Any concerns need to be made within ten working days of hearing the recruitment outcome that generated the concerns or complaint.
3. Upon receipt of such a complaint, the HR Service will make arrangements to have your concerns looked into and you will receive a response, normally within ten working days. Depending on the nature of the response you may be offered a meeting to explain matters, but more usually it will be possible to do this in writing. If the circumstances are such that it will take longer to look into the matters you have raised, you will be communicated with over the likely timescale.
4. In terms of the Council's own procedures, any decision by the Service Director, Learning and Early Support is final, however, this does not prevent applicants pursuing any statutory rights they may have through an Employment Tribunal.

**Please get your application form in on time and  
GOOD LUCK!**