

**JOB APPLICATION FORM**

Please return completed applications to:

Bury St Edmunds County Upper School  
 Beetons Way  
 Bury St Edmunds  
 Suffolk IP32 6RF

**PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**  
*Complete all shaded areas in black ink*

<b>Job Title</b>	<b>Post Number</b>
<b>Directorate</b>	<b>Location</b>

**Personal details**

<b>Title</b> ( <i>Mr, Mrs, Ms</i> )	<b>Date of Birth</b>
<b>Forenames</b>	<b>National Insurance No</b>
<b>Last Name</b>	<b>Home Tel.</b>
<b>Address</b>	<b>Mobile Tel.</b>
<b>Town</b>	<b>Work Tel.</b>
<b>County</b>	<b>E-mail</b>
<b>Postcode</b>	

**Are you an existing Suffolk County Council employee?**      Yes      No

**Do you have a disability / long term illness?**      Yes      No  
 (See guidance notes for definition)

**If "yes", indicate here if you are aware of any adjustments that the County Council could make to help you apply for or carry out the job (see Guidance Notes)**

**Are you applying to do this job on job sharing basis?**    Yes      If Possible      No  
 (*for jobs over 30 hours per week only*)

**If "yes", indicate here if you wish your application to be considered as a joint application with someone else, giving his/her name**





## Qualifications and Training

You may be asked to provide evidence of qualifications obtained

**Other relevant qualifications including membership of professional bodies**

**Relevant training and personal development** (*State who provided training, duration and dates*)  
Examples could include: short courses, skills training, external awards/activities, etc.

*continue on separate sheet if required*

## Current / latest employment

<b>Name and address of current / most recent employer</b>	<b>Job title</b> <b>Current / latest salary and any benefits</b> <b>Weekly hours</b>
<b>Date started in post</b>	<b>Date of leaving</b> <i>(if relevant)</i>
<b>Notice required</b>	<b>Reason for leaving</b>
<b>Main duties / responsibilities / achievements</b>	

## References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the “no” boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful. The County Council operates a policy of open references. This means that you may read it, upon request.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher / tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Tel no</b>	<b>Tel no</b>
<b>E-mail address</b>	<b>E-mail address</b>
<b>Employer or Personal?</b>	<b>Employer or Personal?</b>
<b>Organisation (if applicable)</b>	<b>Organisation (if applicable)</b>
<b>May we contact them if we decide to invite you for interview?</b>	
<b>Yes</b>	<b>No</b>
<b>Yes</b>	<b>No</b>
<i>(If “no”, we will contact you for permission before requesting references)</i>	
<b>Canvassing of county councillors, school governors or senior employees</b>	
Canvassing of county councillors, school governors or employees of the County Council, by you or on your behalf, is strictly forbidden and may invalidate your application.	
<b>Indicate here if you are related to any county councillor, school governor or senior employee of the County Council, giving their name (and directorate, if known, where relevant)</b>	
Please state <b>NONE</b> if appropriate.	
<b>Entitlement to work in the UK</b>	
To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport etc). <b>Do not send these now. Further information will be sent to you if you are selected.</b>	
<b>Do you require a work permit to work in the UK?</b>	<b>Yes                      No</b>
<b>If you already have a work permit, please give the expiry date:</b>	
<b>Do you have a current driving licence?</b>	<b>Yes                      No</b>
<i>(also see disability health section of the Guidance Notes)</i>	
<b>Please give licence details if job entails driving public service or heavy goods</b>	
<b>Give details of any penalties on your licence or convictions pending if driving is essential</b>	

## Work and other relevant experience

Please list below a complete record of other employments and activities, either paid or unpaid. These should be in date order, starting with the most recent.

Dates		Name of organisation and nature of business	Job title / role with brief indication of main duties and responsibilities	Reason for leaving
from mm yy	to mm yy			

## How you meet the selection criteria

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. Tell us about things you were responsible for and what you achieved. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include other information about why you want the job and anything else you wish to say. **Please include headings linked to the criteria on the person specification.**

**Criminal convictions**

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are “spent”, as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are “spent”. For these purposes, this includes working with children, young and older people, those who are dependent on alcohol or drugs, and those with mental or physical disabilities, illness or deformity, including people who are blind, deaf or without speech. For certain posts, police checks will be required. If it is necessary, you will be asked to sign a separate authorisation.

**Details of criminal convictions** *Please state **NONE** if appropriate.*

**Declaration**

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal. In submitting this form via email I confirm the above to be true, and understand that I will be asked to sign this form if invited to interview.

In submitting this form I give my consent for personal data to be processed in accordance with the Data Protection Act 1988. I am aware that, for statistical purposes, my personal details maybe shared with the Council’s recruitment partners including Job Centre Plus and The Department of Work and Pensions.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

Invited for Interview							
<b>Yes</b>	<b>Withdrew</b>	<b>No</b>	If no, give reason(s)	Qualifications	Knowledge	Skills	Other
Offered Job							
<b>Yes</b>	<b>Withdrew</b>	<b>No</b>	If no, give reason(s)	Qualifications	Knowledge	Skills	Other
			If yes, give outcome	Appointed	Other		
			Appointed with job share?	Yes	No		

Vacancy ID Number \_\_\_\_\_ (to be completed for all applications)

Signed by Manager ..... Date .....