

# Durham County Council Application Form

STRICTLY CONFIDENTIAL



<b>TO BE COMPLETED BY THE APPLICANT</b>			
<b>Post title</b>		<b>Post ref no</b>	
<b>School</b>			
<b>Surname</b>		<b>Title</b>	
<b>Forename(s)</b>			
<b>Have you been known by any other names</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, please list any other names you have been known by:</b>			
<b>Address</b>		<b>Tel no (Home)</b>	
		<b>Mobile no</b>	
<b>Postcode</b>		<b>Work no</b>	
<b>Email address</b>			
<b>Teacher Ref No</b>			
<b>Job share</b>	Do you wish to apply for this post if a job share capacity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Where did you see the advert for this post?</b>					
<input type="checkbox"/>	DCC website	<input type="checkbox"/>	Northeast Jobs	<input type="checkbox"/>	DCC intranet
<input type="checkbox"/>	Job Centre	<input type="checkbox"/>	Specific journal	<input type="checkbox"/>	Other

<b>Do you consider yourself to be a person with a disability?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
<p>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</p>   <p>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.</p>			

<b>Are you Looked After by a Local Authority?</b>	Yes <input type="checkbox"/>
<p>Looked After Young People are guaranteed an interview if you meet the essential criteria of the advertised post.</p>       	

**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.

<b>EQUAL OPPORTUNITIES MONITORING FORM</b>				<b>Post ref no</b>		
<p>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.</p>						
<b>Are you</b>		Female <input type="checkbox"/>	Male <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Prefer to self-describe:	
<b>Date of birth</b>		DD/MM/YYYY			Prefer not to say <input type="checkbox"/>	
<b>What is your relationship status?</b>		Married or civil partnership <input type="checkbox"/>	Not in a married or civil partnership <input type="checkbox"/>		Prefer not to say <input type="checkbox"/>	
<b>Do you consider yourself to be a person with a disability?</b>				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
<b>What is your religion or belief?</b>						
<input type="checkbox"/> Agnostic	<input type="checkbox"/> Atheist	<input type="checkbox"/> Baha'i faith	<input type="checkbox"/>	Buddhist		
<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Humanism	<input type="checkbox"/>	Jewish		
<input type="checkbox"/> Muslim	<input type="checkbox"/> Rastafarianism	<input type="checkbox"/> Sikh	<input type="checkbox"/>	No religion		
<input type="checkbox"/> Prefer not to say						
<b>How do you describe your sexuality?</b>						
<input type="checkbox"/> Heterosexual/straight		<input type="checkbox"/> Bisexual		<input type="checkbox"/> Prefer not to say		
<input type="checkbox"/> Gay or Lesbian		Prefer to self-describe:				
<b>Please describe your ethnic origin</b>						
<b>White</b>	<input type="checkbox"/>	White British	<input type="checkbox"/>	White English	<input type="checkbox"/>	White Irish
	<input type="checkbox"/>	White Northern Irish	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	White Welsh
	<input type="checkbox"/>	White Other	<input type="checkbox"/>	White Gypsy or Irish Traveller		
<b>Asian/ Asian British</b>	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Pakistani
	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other		
<b>Black/African/ Caribbean/ British</b>	<input type="checkbox"/>	African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other
<b>Mixed</b>	<input type="checkbox"/>	White Asian	<input type="checkbox"/>	W/B African	<input type="checkbox"/>	W/B Caribbean
	<input type="checkbox"/>	Mixed Other				
<b>Arab</b>	<input type="checkbox"/>	Arab				
<b>Other</b>	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>	Prefer not to say		

## DECLARATIONS

### TO BE COMPLETED FOR POSTS REQUIRING A DBS CHECK (as stated in job advert)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act (1974)?

Yes ☐ No ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes ☐ No ☐

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

Name of Councillor	Relationship

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 Councillor for Durham County Council within the last 12 months.

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.

**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 serious 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.

<b>Signature</b>		<b>Date</b>	
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**FOR OFFICE USE ONLY**

<b>Candidate Ref No</b>		<b>Post Title &amp; Ref No</b>	
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**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

**NPQH**                      No ☐                      Yes ☐                      Date obtained

**In-service Training**

Name of Establishment	From	To	Course Taken

<b>Subject(s) (Secondary only)</b>	
<b>Subsidiary subjects offered</b>	
<b>Particulars of residence abroad</b> (modern language posts)	

### CURRENT/MOST RECENT EMPLOYMENT

<b>Post title</b>					
<b>Name of Establishment</b>	<b>Local Authority</b>	<b>Age range</b>	<b>No on roll</b>	<b>Salary grade</b>	<b>Date of appointment</b>

## PREVIOUS POSTS

Post title	Name of Establishment	Local Authority	Age range	No on roll	Salary grade	Employment dates	
						From	To

**OTHER PREVIOUS EMPLOYMENT**

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

**Do you have any additional employment you intend to continue if appointed to this post?**

Yes ☐

No ☐

If yes, please detail the nature of the work and the hours



## 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	<input type="checkbox"/>	This reference can be requested prior to interview	<input type="checkbox"/>

## 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.