Bristol City Council
Application for Employment in a Maintained School
(Work with Children or Vulnerable Adults)

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and vulnerable adults is widely drawn. The level of Disclosure required for this post is given in the accompanying letter.

Information for applicants

CVs will not be accepted.

All sections of the form must be completed.
If you are not completing electronically please complete in black pen to aid photocopying.
Please read the guidance notes for more information before completing this form and confirm that you have read them.
I confirm that I have read the guidance notes Yes No

This form is available in large print, Braille, on tape or in electronic format.

Position applied for:

Job Reference No: Applicant No: (office use only)

School: Closing date:

How did you find out about the vacancy:

Education

If offered a post you will be asked for original evidence of your qualifications on appointment and the School/Council reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Full record of secondary schools, colleges or universities attended</th>
<th>Full or part time</th>
<th>From</th>
<th>To</th>
<th>Exams passed and qualifications gained (including NVQs), including grades</th>
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Training (e.g. short courses; further development)

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<th>Course title</th>
<th>Date</th>
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Membership of professional bodies(by examination) and date of admission:
Present/most recent employer (this may be paid or unpaid)

Job Title: ___________________________ Salary: ___________________________

Brief description of job and main duties: ____________________________________

Start date in this job: ___________________________ End date (if appropriate): ________

Name and address of employer: ____________________________________________
Post code: ___________________________ Telephone no: _________________________

How much notice do you need to give?

Have you undertaken any work in the community? Yes/No _________________________

Full record of previous employment (this may be paid or unpaid)
Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please indicate if any previous employer or voluntary group involved with has closed down.

<table>
<thead>
<tr>
<th>Name and address of employer</th>
<th>Job title and main duties</th>
<th>From</th>
<th>To</th>
<th>Reason for leaving</th>
<th>Final salary</th>
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Gaps in employment or training Please indicate and explain any gaps since first leaving secondary education.

Date from: ______________ Date to: ______________ Reason for gap: ____________________________
Please continue on an additional sheet if necessary

**Further information**

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification by giving practical examples. You should refer to these and the enclosed guidance notes when completing this sheet. You can also outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interests. Please continue on a separate sheet, if necessary.

Please note you should complete this section with enough evidence to demonstrate how you meet all of the essential criteria, without this you cannot be shortlisted.
References
It is the School's/Council's practice to take up references when applicants are invited for an interview. Please give the name and address of two referees from whom the School/Council may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current/most recent employer (see guidance notes). Otherwise it must be your most recent employer.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted, without seeking further permission from you, in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family, ex/current partners, close friends are generally not acceptable referees.

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<th>Name:</th>
<th>Name:</th>
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<tr>
<td>Address:</td>
<td>Address:</td>
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<td>Tel No. (Incl. area code):</td>
<td>Tel No. (Incl. area code):</td>
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<td>Fax:</td>
<td>Fax:</td>
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<tr>
<td>E-mail:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Job title:</td>
<td>Job title:</td>
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<tr>
<td>Relationship to you:</td>
<td>Relationship to you:</td>
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If shortlisted for interview, please give any days/dates when you would NOT be available:

Disabled applicants
The Equality Act 2010 defines disability as: “A physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities”.

| Do you consider yourself to be a Disabled Person: | Yes | No |

Bristol City Council "works to ensure that its workforce reflects the diversity of the city's communities through its employment practices. The council will use all the power available to it, including the provisions of the Equality Act 2010 and appropriate European directives and subsequent case law to ensure this happens."
Applicants should be aware that providing false information to obtain employment is a criminal offence.

It is a requirement of employment that a Disclosure and Barring Service (DBS) check is obtained for this post and you must declare any criminal convictions, cautions, reprimands or final warnings unless these are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). See guidance.

Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with Bristol City Council for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

“Front line” and certain other posts e.g. supervisory/management will require Disclosure checks. The level of Disclosure for this post is shown in the accompanying letter.

Shortlisted applicants will be asked to bring proof of identity to interview eg. current passport or new-style driving licence, plus at least one item of address related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be given a Disclosure Application Form to fill in and return under separate confidential cover to a designated person. Alternatively, you can ring the DBS for a form. The completed form will be seen only by those who need to see it as part of the selection process.

Before a final offer of appointment is made, the City Council will countersign your Disclosure Application Form prior to it being sent to the DBS. You will receive your own copy of the results of the check directly from the Disclosure Service, and the local authority will receive its own copy of the results simultaneously.

Please answer the following

Have you ever been dismissed from employment for any reason other than redundancy? Yes  No

If Yes please give reasons

Have you ever been suspended or subject to disciplinary action in any employment? Yes  No

Have you ever been the subject of any proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately? Yes  No

Have you previously used, or do you currently use, any other surname? Yes  No

If yes please state the other surname(s) used
Do you have a criminal record to declare (see guidance) (this includes criminal convictions or police cautions spent or otherwise)  

Yes  

No  

If Yes, when did this take place  

Have you ever been banned from working with children (up to 18) or vulnerable adults?  

Yes  

No  

Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions)  

Yes  

No  

If you answer yes to the questions above and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these.  

Important: In the event of answering yes to the above questions, please note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record.  

Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?  

Yes  

No  

Statement: I confirm that I have read and understand the above provisions. If completing this form electronically, you will be asked to sign a copy of this form if you attend an interview  

Signed......................................................................  

Date........................................................................
Bristol City Council Application Form (Work with Vulnerable Adults/ Children)

Personal Details: Do not detach this sheet from the rest of the form.
Bristol City Council is working towards recruiting a workforce that fairly represents all sections of
the community. To help us do this, we will detach this sheet before it is sent to a shortlisting
panel and applicants will be identified by an applicant number only. Information on this sheet is
strictly confidential.

<table>
<thead>
<tr>
<th>Job reference no:</th>
<th>Applicant no: (for office use only)</th>
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</table>

Title: (Please tick)  
Mr  Mrs  Miss  Ms  Dr  Other

Name:

Other surnames previously known by, whether formally or informally. If offered a post, original evidence
of identity and name changes will be required:

Address:

Post code:

Telephone numbers (incl. Area code):  
Home:  Daytime:
Mobile  Textphone (Minicom)

e-mail address

Are you applying for this job on a job share basis?  Yes  No.

National Insurance No:  
Gender:  Male  Female

Date of birth (applicants must be aged over 16 when they commence employment):

Please state below if you are related to or have a personal relationship with any councillor/ employee:

Name(s)  Relationship:

Are you or have you been a Councillor with a Local Authority within the last twelve months?  Yes:  No:

‘I declare that the information contained in every section of this application is correct and understand that any false or misleading information may make this application void. If employment has begun, I may be dismissed without notice and may be prosecuted under the Theft Act’.

Signed  Date
Bristol City Council is working to ensure that its workforce reflects the city’s diverse population. In order to assess our success in this we need full information regarding the gender, ethnicity and disability of all applicants. The information will be kept confidential and used only for monitoring purposes.

**Disability**

With reference to the Equalities Act definition:

<table>
<thead>
<tr>
<th>Do you consider yourself to be a Disabled person?</th>
<th>Yes</th>
<th>No</th>
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**Ethnic origin** Please note that these categories reflect those used in the 2001 Census.

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the “other” categories.) Please tick one box.

<table>
<thead>
<tr>
<th>White</th>
<th>WU</th>
<th>White British</th>
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<tr>
<td></td>
<td>WI</td>
<td>White Irish</td>
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<td>WO</td>
<td>Other white</td>
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<tr>
<td>Mixed</td>
<td>MC</td>
<td>White and black Caribbean</td>
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<td>MA</td>
<td>White and black African</td>
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<td>MS</td>
<td>White and Asian</td>
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<td></td>
<td>MO</td>
<td>Other mixed</td>
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<td>Asian or Asian British</td>
<td>AI</td>
<td>Indian</td>
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<td>AP</td>
<td>Pakistani</td>
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<td>AB</td>
<td>Bangladeshi</td>
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<td>AS</td>
<td>Other Asian</td>
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<td>Black or Black British</td>
<td>AC</td>
<td>Caribbean</td>
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<td>BS</td>
<td>Black Somali</td>
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<td>AO</td>
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<td>Chinese or other</td>
<td>AH</td>
<td>Chinese</td>
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<td>OE</td>
<td>Other ethnic group</td>
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<td></td>
<td>UU</td>
<td>Don't know/not sure</td>
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<td>RF</td>
<td>Would rather not state</td>
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</table>

**Religion/belief**

How would you describe your religion/belief?

| C | Christian |
| B | Buddhist  |
| H | Hindu     |
| J | Jewish    |
| M | Muslim    |
| S | Sikh      |
| O | Other     |
| N | None      |
| U | Don't know/not sure |
| R | Would rather not state |

**Sexual orientation**

How would you describe your sexual orientation?

| H | Heterosexual |
| G | Gay/lesbian  |
| B | Bisexual     |
| U | Don't know/not sure |
| R | Would rather not state |

The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995). This practice has been agreed with the trade unions and approved by elected members.

Please return the completed form via email to


Guidelines on the application form

Thank you for your interest in applying for a job in a Bristol City Council maintained school.

The following notes have been put together to help you understand our processes and how to fill in your application form as effectively as possible. You are advised to read them before you start.

**CVs will not be accepted.** All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, so statements such as “see previous application” or “refer to personal file” [if an internal applicant] will not be acted upon.

**Making your application**

**Understanding the job**

Information about the job can be found in the documentation:

The job advertisement gives brief details about the job

The job description gives the duties and accountabilities in more detail

The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

**The application form**

How you complete the application form is very important because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job applied for.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it’s extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, e.g. “Training”.

Please put your applicant number on any additional sheets so that they can always be linked to the main form - this can be found on the front page of the form.

Please explain any gaps in your employment history.

**Please send the completed application form to the school’s address shown in the advert** and NOT to any other address supplied with the job details or in the advert.
Guidance regarding Convictions and Spent Convictions and Disclosure

Enhanced/Standard Level DBS Required
Please note that if it is a requirement of employment that an enhanced or standard level Disclosure and Barring Service (DBS) check is obtained for this post you must declare any criminal convictions, cautions, reprimands or final warnings unless these are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

Under previous exemption provisions you would have been required to declare all conviction information regardless of the nature, seriousness or age of the offences committed. The 2013 amendments mean that you are no longer required to provide details of a 'protected conviction' and the DBS will apply a 'filtering' process which will identify and remove protected convictions and cautions from the criminal record certificate issued to applicants.

A conviction is a 'protected conviction' if:
- it does not relate to a 'listed offence', such as violent and sexual offences
- no custodial sentence was imposed
- the individual has no other convictions (where the individual has more than one conviction, all convictions will be included on the certificate)
- it was received by a person aged under 18 at the time of the conviction and five and a half years or more have elapsed
- it was received by a person aged 18 or over at the time of the conviction and 11 years or more have elapsed.

A caution is a 'protected caution' if:
- it does not relate to a listed offence
- it was given to a person aged under 18 at the time of the caution and two years or more have elapsed
- it was given to a person aged 18 or over at the time of the caution and six years or more have elapsed.

A 'listed offence' means that the offence is included on a list of offences which are serious, relate to sexual or violent offending or are otherwise deemed to be relevant in the context of safeguarding. These offences will never be filtered from a criminal record check. The legislation also covers equivalent offences committed overseas.

The above is not an exhaustive list but a concise summary of all 'listed offences'; if you have received any criminal convictions or cautions at any time you should refer to the DBS guidance and information available at https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

A past criminal conviction will not normally prevent you being considered for employment; it will be necessary to consider the nature of the conviction(s) and other relevant factors having regard to the position applied for. Any information received from your declaration or subsequent DBS certificate will be treated in a confidential manner and in accordance with the DBS Code of Practice.

It is very important that you do not withhold conviction information unless you have established that it meets the 'protected' criteria. If you have more than one conviction no protection will apply and details or all convictions must be provided.

In the event that you inadvertently provide us with details of a ‘protected’ conviction we are not permitted to use this information as the reason for not appointing you to the post.

Criminal record checks are carried out in accordance with the DBS Code of Practice. More information can be found at https://www.gov.uk/government/publications/dbs-code-of-practice

No DBS Check Required.
If the post does not require an enhanced or standard level DBS check you must still declare any ‘unspent’ criminal convictions that are not protected.

Certain criminal convictions can become ‘spent’ after a period of rehabilitation and do not have to be disclosed. Changes have recently been introduced in S.139 of the Legal Aid, Sentencing and Punishment Act 2012 which shorten the length of rehabilitation for custodial sentences. Rehabilitation periods for custodial sentences now comprise the period of the sentence plus an additional specified period. For example, an offender sentenced to two and a half years' custody, will have to disclose the conviction for the period of the sentence plus a further four years - giving a total rehabilitation period of six and a half years.


Equality of opportunity

Bristol City Council is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when shortlisting, and all information will be treated in the strictest confidence.

Do not send information which includes your name or other personal details, and if you include additional sheets to give further information on any of the sections on the application form, use the applicant number on the front of the form rather than your name to identify them. Do not enclose references or pictures of yourself.

The council is committed to making reasonable adjustments to make interviews and jobs more accessible to Disabled people. This includes travel costs for disabled people who are not able to use public transport.

As an equal opportunities employer, the council has a range of initiatives to help all employees balance working life with other responsibilities. The majority of work areas operate flexible working schemes, there is an excellent Maternity and Caring Employees Scheme and assistance is provided with school holiday child care costs through the BAND scheme. There is a commitment to employee development at all levels, and schemes are being developed to assist employees from under-represented groups to progress in their careers.

Equality of information

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

References

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered an interview. If you do not wish your referee to be approached at this stage you should request this in writing with reasons. No appointment will be offered without satisfactory references first being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.
If you have not been employed before you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

**Canvassing**

Any sort of canvassing will lead to you automatically being disqualified. For example, you must not ask a Councillor or employee of the council to use their influence to help you get this job.

**Elected members and politically restricted posts**

Elected members of local authorities cannot be appointed as officers of those authorities for 12 months following their term of office. Officers in politically restricted posts cannot engage in political activity.

**Right to work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by the council will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

**Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances. Please note: It is your responsibility to ensure that this office receives your application by the closing date indicated on the covering letter.

**Recruitment files**

Application forms and recruitment files are confidential documents and will normally be seen by those who need to see them in order to recruit and select. However, Bristol City Council audits its recruitment and selection processes, and we must therefore inform you that the Recruitment Auditor will have access to any files for auditing purposes.

**Complaints procedure**

If you feel you have not been treated fairly you can write to the Chair of Governors who will investigate your complaint in accordance with the school’s complaints procedures. You will get a written reply and if something has gone wrong we will say so and try to put it right. Any complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful to take a copy of the application form for future reference.

March 2015